



Asia Pulp and Paper

OHSMS Procedure

APP/OHSMS/P/011 - Rev. 02

Contractor Safety Management System

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Role	Name	Position	Signature	Date
Originator	Mirza Kurniawan	HSE Compliance		
Reviewer	Tien Johanna	HSE Head		
Approver	James Goh	Indonesia Purchasing Head		
Approver	Elim Sritaba	Head of SSE		
Approver	Anthony D. Solomon	Chief of CRI		
Approver	Goh Lin Piao	Managing Director		
Approver	Lan Cheng Ting	COO Indonesia		

Revision Summary

Date	Revision	Details of Revision Description
01/12/17	0	Issued for implementation
01/04/18	01	Re-approval due to organizational needs
01/11/19	02	1. Revision of flow process
		2. Revision on PQ list and PQ Evaluation
		3. Adding HSE Requirements and contractual arrangement

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Contractor Safety Management System [CSMS]

1.0 OBJECTIVE

Objective of this procedure is to explain process of Contractor Safety Management System (CSMS) in Asia Pulp and Paper Mills in order to prevent injury, property damage and environmental damage with respect to third parties and their personnel engaged with providing services to APP Mills and other facilities.

Prosedur ini bertujuan untuk menjelaskan proses pengelolaan yang diperlukan untuk mengelola kontraktor yang bekerja sama dengan Asia Pulp and Paper (APP) guna mengurangi dan mengendalikan resiko untuk mencegah cedera, kerusakan alat, dan pencemaran lingkungan sehubungan dengan kegiatan penyediaan jasa pihak ketiga tersebut kepada APP dan fasilitas lainnya.

2.0 SCOPE

This procedure applies to the employees, representatives and other personnel under the employ of all Third Parties -here in after referred to as "Contractor(s)" whom perform their duties within the boundaries that are under the control of APP Mills and their other facilities.

Prosedur ini berlaku terhadap pekerja, perwakilan dan personel yang bekerja pada pihak ketiga -dalam hal ini disebut sebagai Kontraktor yang melakukan pekerjaan dalam batasan kendali APP Mills dan fasilitas lainnya.

3.0 REFERENCES

- a) APP OHSMS Manual
- b) ISO 9001 International Standard for Quality Management System
- c) ISO 14001 International Standard for Environmental Management System
- d) ISO 45001 Standard for Occupational Health and Safety Management System
- e) Peraturan Pemerintah No. 50 Tahun 2012 tentang Pedoman Penerapan Sistem Manajemen K3

4.0 DEFINITION

- a) CPD means Capex Procurement Division who is responsible for procurement of materials and services for capital projects that are typically managed under WBS (Work Breakdown Structure) system. A **work-breakdown structure (WBS)** in project management and systems engineering, is a deliverable-oriented breakdown of a project into smaller components. A work breakdown structure is a key project deliverable that organizes the team's work into manageable sections.

A WBS also provides the necessary framework for detailed cost estimating and control along with providing guidance for schedule development and control.

- b) Contractor can be a legally registered entity company or an individual who has contracted with APP one or more of the legal entities under the APP Group and is fulfilling its duties to APP Mill premises.

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Kontraktor adalah suatu perusahaan atau perorangan yang memiliki badan hukum dan terikat kontrak dengan APP untuk melakukan pekerjaan tertentu atau pemasok di area pekerjaan APP.

- c) Contractor Safety Management System (CSMS) is a management system to manage Health, Safety and Environment (HSE) aspects of Contractor's work.

CSMS adalah kepanjangan dari Contractor Safety Management System yaitu system manajemen untuk mengelola kontraktor dan subkontraktor yang bekerja di lingkungan perusahaan supaya memperhatikan aspek Health, Safety and Environment (HSE) dan menjaga pelaksanaan HSE tersebut didalam proses kerja.

- d) PQ means Pre-Qualification and is a list of questionnaires for contractor to describe the contractor's safety management system.

PQ adalah Pre Questionnaire (PQ) adalah daftar pertanyaan untuk kontraktor yang menjelaskan sistem manajemen keselamatan kontraktor. Purchaser is APP employee with corporate purchasing function at Head Quarter and Mill Purchasing.

- e) Purchaser is APP employee with corporate or mill purchasing function.

Purchaser adalah karyawan APP dengan fungsi Corporate Purchasing di Kantor Pusat dan Mill Purchasing

- f) SPD means Purchaser is APP employee with corporate purchasing function at Head Quarter and Mill Purchasing.

- g) Workers is number of particular workers from contractor to execute and complete the job as per job requirements which include Staff, Supervisor, Engineer, Operator and field personnel whom involved directly at job site.

Pekerja adalah sejumlah orang dari kontraktor yang ditugaskan untuk melaksanakan dan menyelesaikan pekerjaan sesuai lingkup dan persyaratan pekerjaan termasuk staff, supervisor, engineer, operator dan petugas lapangan yang terlibat secara langsung di lokasi pekerjaan.

5.0 RESPONSIBILITIES

- a) Purchaser is responsible for:

Purchaser bertanggung jawab dalam:

1. Purchaser is APP employee with Corporate Purchasing function responsible for the procurement of goods and services.

Purchaser adalah karyawan APP dengan fungsi Corporate Purchasing yang bertanggung jawab terhadap pengadaan barang dan jasa.

- b) Vendor Custodian Personnel is responsible for:

Vendor Custodian Personnel bertanggung jawab dalam:

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1. Vendor Custodian Person is an APP employee with Corporate Purchasing function responsible for Vendor selection to ensure that compliance with requirements of relevant procedure is achieved.

Vendor Custodian Person adalah karyawan APP dengan fungsi Corporate Purchasing yang bertanggung jawab untuk proses seleksi Vendor untuk memastikan pemenuhan persyaratan prosedur yang terkait terpenuhi.

- c) HSE Corporate/Mill is responsible to:

HSE Corporate/Mill bertanggung jawab dalam:

1. Evaluate CSMS Documents and forward to SPD/CPD for review and next process
Melakukan evaluasi dokumen CSMS dan meneruskannya kepada SPD/CPD untuk review dan approval
2. Actively involved in CSMS implementation, conduct inspection and audit as per schedule
Terlibat secara aktif dalam proses pengelolaan kontraktor, melakukan inspeksi dan audit kontraktor sesuai jadwal yang disepakati.
3. Actively involved in pre-start meeting and delivery of HSE Induction training with Contractor prior to commencement of their duties at site.
Terlibat dalam proses pre-start meeting dan memberikan HSE Induction dengan kontraktor sebelum pekerjaan kontraktor dimulai.
4. Provide information related to APP HSE procedures, rules and standards to contractors
Memberikan informasi tentang prosedur HSE, peraturan dan standar perusahaan kepada kontraktor.

- d) User Manager/Supervisor/Project Engineer who work with and/or use the services of Contractors, is responsible to:

User Manager/Supervisor/Project Engineer (APP Mill Employee) bertanggung jawab dalam:

1. Provide information related to scope of work to candidate / potential contractors and/or existing Contractors.
Menyediakan informasi terkait lingkup pekerjaan (scope of work) kepada kandidat/potensial kontraktor dan kontraktor yang telah ada/bekerja.
2. Provide information related to potential security and other HSE hazards and risks to candidate contractors.
Menyediakan informasi terkait potensi bahaya dan risiko kepada kontraktor kandidat.
3. Implement CSMS procedure in his/her area of responsibilities

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Menjalankan prosedur ini di area yang menjadi tanggungjawabnya atau di area dimana mereka terikat kerjasama dengan kontraktor.

4. Involve in contractor evaluation in PQ Assessment and approval in contractor HSE management.

Penilaian kontraktor pada tahap PQ Assessment dan persetujuannya dalam hal pengelolaan HSE kontraktor.

5. Inform Mill Safety Unit for any new contractor whom will start to work. Mill Safety Unit will coordinate with Contractor PIC for HSE induction prior to work. Attendance is mandatory for all Contractors

Menginformasikan kepada Mill Safety Unit untuk setiap kontraktor baru yang akan memulai pekerjaannya. Mill Safety Unit akan melakukan koordinasi dengan PIC Kontraktor untuk HSE Induction sebelum bekerja. Kehadiran dalam HSE Induction merupakan kewajiban bagi Kontraktor.

6. Regularly supervise, monitor and audit contractor's performance and documentations. And ensure that only qualified contractors are allowed on Site.

Memeriksa, memantau, dan melakukan audit kinerja kontraktor dan dokumentasinya. Dan memastikan hanya kontraktor yang berkualifikasi yang diperbolehkan berada di lokasi.

7. Implement disciplinary actions to contractor who violate APP Mills rules and regulations.

Menerapkan proses tindakan disiplin ke kontraktor jika ada penyimpangan kontrak dan apabila diperlukan.

- e) Contractor and/or Supplier whom engage to APP is responsible to:

Kontraktor dan/atau supplier yang bekerja dengan APP bertanggung jawab dalam:

1. Provide information and requirements related to CSMS implementations as regulate in this procedure

Menyediakan informasi dan persyaratan yang terkait dengan implementasi CSMS yang diatur dalam procedue ini

2. Follow the CSMS process and submit all CSMS document for tendering process

Mengikuti proses CSMS dan mengirimkan dokumen CSMS yang dibutuhkan dalam proses tender

3. Follow and obey all APP rules and regulations as mentioned in all APP relevant documents (not only limited to this procedure)

Mengikuti dan mematuhi semua peraturan APP yang tercantum dalam seluruh dokumen APP (tidak hanya terbatas kepada prosedur ini saja)

6.0 PROCEDURE

6.1 CSMS Basic Principles

Contractor management process are vary, depend on contractor type, activity, scope of work, but each process has to fulfill these requirements:

Proses pengelolaan kontraktor bervariasi tergantung pada jenis kontraktor dan kegiatan yang akan dilakukan, tetapi setiap proses berisi persyaratan minimum berikut:

a) Contractor has to be competent and able to execute job contracted. APP Mill Safety Unit and User will inform and/or provide guidelines for Contractors related to:

Kontraktor harus kompeten dan mampu untuk tugas yang akan mereka lakukan. APP Mill Safety Unit dan User akan menginformasikan dan/atau menyediakan panduan kepada Kontraktor terkait:

1. Procedure of workplace access including particularly related to restricted and hazardous areas.

Prosedur akses masuk dan keluar serta area dengan akses terbatas.

2. Emergency response plan and procedures.

Prosedur keadaan darurat.

3. Incident reporting procedure (including near miss reporting)

Prosedur pelaporan insiden (termasuk pelaporan nyaris celaka atau nearmiss).

4. Guidelines / Regulations for APP Facility usage to the contractor, including do's and don'ts list (especially smoking prohibition in restricted / hazardous area).

Penggunaan fasilitas dan peralatan perusahaan APP oleh kontraktor, termasuk peraturan hal yang diperbolehkan dan dilarang (khususnya larangan merokok pada areal larangan atau bahaya).

5. Environment management (waste management, spillage, air pollution and others relevant environmental issues).

Pengelolaan lingkungan (pengelolaan sampah, tumpahan, polusi udara dan isu lingkungan lainnya yang relevan)

6. Chemical and other hazardous materials usage and handling procedure.

Prosedur mengenai penggunaan dan penanganan bahan kimia.

7. Awareness related to primary operational hazards, pre-cautions and actions needed to be taken.

Kesadaran mengenai bahaya utama yang terkait dengan operasi dan tindakan pencegahan yang relevan yang harus diambil.

8. Safe working procedures, including Permit to Work system (PTW) as per APP Mills Procedures

Sistem bekerja yang aman, termasuk sistem ijin bekerja atau permit to work (PTW) yang berlaku di APP Mills.

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- b) All Contractors shall demonstrate commitment adherence to HSE principles in their work performance and management which may include efforts for incident prevention through implementation of best practices in their operations.
Semua kontraktor harus menunjukkan komitmen yang kuat terkait dengan pemenuhan persyaratan peraturan dan HSE Management termasuk upaya dalam pencegahan insiden dengan mengimplementasikan praktik terbaik dalam setiap kegiatannya.
- c) Contractor shall provide Organization Structure, HSE Plan and other relevant HSE documents for PQ Assessment process (refer to [APP/OHSMS/FM/020 PQ Questionnaires](#))
Kontraktor harus menyediakan rencana/struktur pengelolaan HSE (HSE Plan) dan dokumen-dokumen HSE lainnya sebagai bahan pertimbangan dalam proses PQ assessment. Mengacu ke [APP/OHSMS/FM/020 PQ Questionnaires](#)
- d) Contractor must provide information such as potential hazards and risks, workplace orientation, incident reporting, hazard reporting, safe working procedures and emergency response plan and procedure prior to starting work. Contractors must not start working until HSE induction is proven to have been completed.
Kontraktor harus menyediakan informasi sebelum memulai pekerjaan yang meliputi antara lain menjelaskan bahaya dan tingkat resikonya, pengenalan lokasi kerja, pelaporan kecelakaan, pelaporan bahaya, prosedur kerja aman, dan prosedur tanggap darurat sebelum mulai bekerja. Kontraktor tidak diperbolehkan untuk memulai pekerjaan sampai program HSE Induction dapat dibuktikan telah selesai dilakukan.
- e) Contractor shall submit all necessary documents to the appropriate APP representative within the stipulated time. The APP Representative shall review the appropriateness and the quality of the received documents without delay and will provide feedback for improvement.
Kontraktor harus menyerahkan dokumen yang dibutuhkan kepada Perwakilan APP yang tepat pada waktu yang telah ditetapkan. Perwakilan APP harus melakukan review kesesuaian dan kualitas dokumen yang diterima tanpa ada penundaan dan memberikan umpan balik untuk perbaikan.
- f) Contractors shall be briefed by Mill Safety Unit and User about workplace safety in their respective areas of operations.
Kontraktor diberikan informasi oleh Mill Safety Unit dan User mengenai pengenalan keselamatan di area dimana mereka akan bekerja.
- g) Contractors performance shall be review periodically by User and Mill Safety Unit.
Kinerja kontraktor ditinjau secara rutin oleh User dan Mill Safety Unit.

6.2 CSMS Mandatory Requirements

All Contractors who have been contracted for work and other activities in APP Mills and all APP premises shall comply to APP Mandatory Requirements. These requirements developed in reference to National legislations, Forest Stewardship Council (FSC) and Health, Safety and Environment (HSE) Standards.

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Semua kontraktor yang telah memiliki kontrak dengan APP harus memenuhi persyaratan utama APP / APP Mandatory Requirements. Persyaratan ini disusun berdasarkan peraturan nasional, Forest Stewardship Council (FSC) and Health, Safety and Environment (HSE) Standard yang berlaku.

Table 01. Mandatory Requirements (Pass/Fail)

No	Mandatory Requirements
1	Commitment statement of no underage workers (Minimum 18 years old) <i>Pernyataan komitmen terkait tidak ada pekerja dibawah umur (Minimal 18 tahun)</i>
2	Commitment statement of maximum working hours as regulated in National Legislation (40 hours/week; Overtime allowed : 3 hours/day and-or 14 hours/week) <i>Pernyataan komitmen terkait jam kerja maksimal sesuai peraturan nasional yang berlaku (40 jam/minggu; Lembur: 3 jam/hari dan-atau 14 jam/minggu)</i>
3	Commitment statement of minimum wage as per regulations by the respective local government (UMK) <i>Pernyataan komitmen terkait upah minimum sesuai peraturan lokal yang berlaku (UMK)</i>
4	Commitment statement of compliance to National Mandatory insurance (BPJS) <i>Pernyataan komitmen terkait pemenuhan asuransi pekerja melalui program BPJS</i>
5	HSE Policy and Commitments Document <i>Dokumen Komitmen Kebijakan Lingkungan dan K3</i>
6	Appointed representative for Health, Safety and Environment (HSE) <i>Menunjuk perwakilan terkait K3 dan Lingkungan (HSE)</i>

6.3 CSMS Phase

6.3.1 Risk Assessment

Risk assessment is used as reference in determining risk level of the job/project contract offered to Contractors. This Risk Assessment is in reference to APP Mills Risk Assessment procedure and is available in each Mill. Risk category has been classified based on the results of risk assessment conducted by the User (proposer) by submitting the documents as attachment to the project proposal to Purchasing (CPID/SCM).

Proses penilaian resiko berfungsi untuk menilai tingkat resiko pekerjaan yang akan dikontrakkan. Penilaian resiko ini mengacu pada prosedur Risk Assessment APP dan yang tersedia dan berlaku di masing-masing Mill. Hasil penilaian risiko yang telah dilakukan oleh User, dijadikan lampiran dalam mengajukan proposal project kepada Purchasing (CPID/SCM).

6.3.2 Mandatory Requirements Evaluation (MRE)

HQ/Mill Safety Unit shall conduct and evaluate Contractor's Mandatory Requirements. Contractor who meets the requirements of the evaluation, can proceed to CSMS PQ.

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Contractors which do not meet the requirements, can apply for another opportunity after providing the required and relevant documents.

HQ/Mill Safety Unit harus melakukan evaluasi terhadap persyaratan wajib kontraktor atau Contractor's Mandatory Requirements. Kontraktor yang telah memenuhi persyaratan wajib ini dapat diproses lebih lanjut kepada tahapan penilaian kriteria CSMS atau CSMS PQ. Kontraktor yang tidak memenuhi persyaratan wajib ini (MRE), dapat mengajukan kembali untuk kesempatan berikutnya setelah menyediakan dokumen yang dipersyaratkan.

6.3.3 CSMS Pre Qualification (PQ)

PQ is one of CSMS steps to identify range of contractor's capability and qualifications to work in the particular job/project associated with particular risk. PQ shall be implemented for the contractors which have passed the MRE evaluation. Contractor shall submit all the relevant supporting documents as required in the PQ Questionnaire and in turn HSE Corporate/Mill will evaluate their completeness, contents and compliance using form [APP/OHSMS/FM/020 PQ Questionnaires](#).

CSMS PQ is evaluated and approved by HSE Corporate/Mill with results shared to Vendor Custodian and Purchasing. Result of CSMS PQ is a recommendation for contractor's qualification related to risk associated using the form [APP/OHSMS/FM/021 CSMS PQ Evaluation](#). Contractor shall only be able to apply a job/project if passed its PQ recommendations as per risk category with minimum score 75. Total criteria in the PQ Questionnaires is 60 criteria which divided based on risk category. High risk (Class A Contractor) apply all 60 criteria, medium risk (Class B Contractor) 55 and low risk (Class C Contractor) 37. If the contractor wishes to upgrade its qualification, it shall re-submit the PQ documents and questionnaire, along with the latest final score .

Pra Kualifikasi atau PQ adalah tahapan dalam CSMS untuk mengidentifikasi kapasitas dan kualifikasi kontraktor untuk bekerja berdasarkan tingkat risiko yang terkait. PQ harus diimplementasikan kepada kontraktor yang telah memenuhi persyaratan MRE. Kontraktor harus mengirimkan dokumen yang relevan sebagaimana yang dipersyaratkan dalam PQ dan HSe Corporate atau Mill Safety Unit akan melakukan evaluasi dan penilaian terhadap kelengkapan, konten dan pemenuhannya dengan menggunakan form [APP/OHSMS/FM/020 PQ Questionnaires](#). PQ dievaluasi dan disetujui oleh HSE Corporate/Mill Safety unit serta diketahui oleh Vendor Custodian. Hasil PQ berupa rekomendasi kualifikasi kontraktor untuk bekerja pada tingkat risiko tertentu menggunakan form [APP/OHSMS/FM/021 CSMS PQ Evaluation](#). Kontraktor hanya bisa mengajukan pekerjaan / proyek apabila telah lulus rekomendasi PQ dengan skor minimal 75. Total kriteria penilaian dalam PQ ini adalah sebanyak 60 kriteria yang dibagi berdasarkan tingkat risiko. Kategori risiko tinggi / High Risk (Kontraktor Kelas A) sebanyak 60 kriteria, Risiko Sedang / Medium Risk (Kontraktor Kelas B) 55 kriteria dan Risiko Rendah / Low Risk (Kontraktor Kelas C) sebanyak 37 kriteria. Apabila kontraktor ingin melakukan upgrade terhadap hasil PQ, maka harus mengirim ulang dokumen PQ dan isian kuisisioner PQ beserta nilai terakhir.

6.3.4 CSMS Certifications

Once contractor has completed its PQ and obtained the final score, HSE Corporate/Mill will publish CSMS Certificate which content information related to contractor classification (based on risk category), CSMS PQ pass status and score, date issued and validity period including Mill Location for CSMS. The validity of the Certificate is for 2 years and shall be re-evaluated if the contractor has met a major incident during course of project execution. The decision to define an incident to be major, shall be by a committee of HSE Mill/HQ, Mill Head or relevant HQ Division Head using the services of the Contractor. APP CSMS Certificate is specific for each Mill site with the qualifications, if contractor wish to apply job/project in other Mills then the contractor shall follow PQ process for the new Mill location, submit the relevant documents and obtain The CSMS Certificate for the particular Mill. On occasions, some Mills may accept the Certifications secured from other APP Mills. In such a case, Contractor can proceed with tendering for work/projects in the Mill that has accepted its CSMS certification by another Mill.

Setelah kontraktor telah menyelesaikan proses PQ dan mendapatkan nilai akhir, HSE Corporate/Mill Safety Unit menerbitkan Sertifikat CSMS yang berisikan informasi terkait klasifikasi kontraktor, Status Kelulusan CSMS dan Nilai PQ, tanggal diterbitkan dan masa berlaku sertifikat termasuk Mill lokasi CSMS. Sertifikat ini berlaku untuk dua tahun dan harus dilakukan evaluasi ulang apabila kontraktor terlibat insiden besar selama pelaksanaan pekerjaan / proyek. Sertifikat hanya berlaku pada Mill yang dicantumkan dalam sertifikat CSMS, apabila kontraktor ingin bekerja di Mill lain maka harus mengulang proses PQ dan mendapatkan sertifikat untuk Mill yang tersebut.

6.3.5 HSE Requirements in Scope of Work (SoW)

HSE HQ and/or Mill Safety Unit will submit the HSE requirements list at the same time as the PQ process. This step is needed to give contractors detail information about HSE requirement for working in APP. In the RFQ/Bidding process, HSE Requirements List provided to contractor as reference and will be used as Scope of Work (SoW) documents - HSE Requirements references. The SoW - HSE Requirements document shall be attached in the contract. Contract shall include HSE requirements as per mandatory Mill regulations (including compliance to government regulations), hazard and risk management and other relevant health, safety and environment aspects. Details HSE requirements are attached.

HSE HQ dan/atau Mill Safety Unit akan mengeluarkan persyaratan lingkungan dan K3 (HSE requirements) bersamaan pada saat proses PQ. Tahapan ini dilakukan agar kontraktor mendapatkan informasi detail mengenai persyaratan lingkungan dan K3 jika bekerja di APP. Kemudian pada saat proses RFQ/penawaran, daftar persyaratan lingkungan dan K3 diberikan lagi ke kontraktor sebagai referensi dan digunakan dalam cakupan pekerjaan bagian persyaratan lingkungan dan K3. Setiap kontrak harus mencakup persyaratan terkait aspek lingkungan dan K3 sesuai dengan peraturan yang berlaku di Mill (termasuk pemenuhan peraturan pemerintah), pengelolaan bahaya dan risiko dan aspek lingkungan dan K3 lainnya yang relevan. Detail persyaratan HSE (HSE Requirements) dijelaskan dalam lampiran.

6.3.6 CSMS Pre-Start Meeting (PSM) and HSE Plan Review

Once contractor has been appointed and has its contract signed, then the next step is to conduct a CSMS Pre-Start Meeting (PSM). The purpose of PSM is to ensure contractor understands, and is able to fulfill HSE requirements as stated in the Scope of Work (SOW) and contract. Contractor shall submit HSE Management Plan prior to Pre-Start Meeting to HSE Corporate or APP Mills. Contractor HSE Plan shall be developed as per scope of work, hazard and risk associated. This plan could vary with each job and contractor, depending on the SoW and risk. HSE Corporate or APP Mills will review the HSE Management Plan and fulfillment of SOW. This review will be discussed during the Pre-Start Meeting and contractor shall respond to any notes of non compliance or non conformities identified. Contractor shall not start the job/project if there's any major outstanding notes during pre-start meeting evaluation.

Setelah kontraktor ditunjuk dan menandatangani kontrak, langkah berikutnya adalah melakukan Pre-Start Meeting (PSM). Tujuan dari PSM ini adalah untuk memastikan kontraktor memahami dan mampu memenuhi persyaratan HSE yang telah disampaikan pada lingkup pekerjaan atau Scope of Work (SOW) dan kontrak. Kontraktor harus mengirimkan HSE Management Plan sebelum PSM diadakan kepada HSE Corporate/Mill Safety Unit. HSE Corporate/Mill Safety Unit melakukan review terhadap HSE Management Plan Kontraktor dan pemenuhan SOW. Hasil review dibahas dan didiskusikan pada saat PSM dan kontraktor harus merespon setiap catatan atau temuan ketidakpatuhan persyaratan yang teridentifikasi. Kontraktor belum diizinkan melaksanakan pekerjaan jika ada catatan major (major outstanding notes) pada saat evaluasi di PSM.

6.3.7 Periodic Report

Contractor shall submit its HSE Performance periodic report as per stated in SOW. Types of report can be weekly or monthly depending on the User needs. Refer Form [APP/OHSMS/FM/023 Contractor Monthly Safety Report](#).

Kontraktor harus mengirimkan laporan kinerja HSE sesuai dengan persyaratan dalam SOW. Tipe laporan dapat berupa mingguan dan/atau bulanan tergantung pada kebutuhan User. Laporan bulanan HSE mengacu form [APP/OHSMS/FM/023 Contractor Monthly Safety Report](#).

6.3.8 Contractor HSE Audit

One month after starting the job/project, APP HSE Corporate or Mills along with User and Purchasing (optional) shall conduct Contractor's HSE Audit using the Contractor HSE Audit Checklist. Thereafter Contractor's HSE Audit will be carried out every month until its reaches 90% compliance level. Procurement and User will decide further action if Contractor could not meet 90% compliance level at the end of contract period. Contractor shall respond to any identified Non Conformities and close all the findings within a mutually agreed rectification period. Result of audit are submitted to HSE Mill/ HQ , User , Purchasing and Vendor Custodian as reference for final evaluation. Use [APP/OHSMS/FM/024 Contractor HSE Audit Checklist](#).

Setelah satu bulan pekerjaan/proyek dimulai, APP HSE Corporate/Mill Safety Unit bersama User dan Purchasing (opsional) harus melakukan Audit Kontraktor atau Contractor's HSE Audit menggunakan daftar periksa audit kontraktor atau Contractor HSE Audit Checklist. Audit HSE

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Kontraktor akan dilakukan setiap bulan hingga kontraktor mencapai tingkat pemenuhan 90%. Kontraktor harus memberikan respon terhadap ketidaksesuaian yang teridentifikasi dan menutup semua temuan. Hasil audit dikirimkan kepada HSE HQ/Mill, User, Purchasing and Vendor Custodian sebagai referensi dalam penilaian akhir. Gunakan form [APP/OHSMS/FM/024 Contractor HSE Audit Checklist](#).

6.4 CSMS Contractual Consequences

Contractor shall be made aware of APP ethics and compliance policy. Contractor user and/or purchaser / SPD/CPD shall inform respective contractor related to APP ethics and compliance policy and other relevant rules and regulations. These policy, rules and regulations shall be kept as attachment in contract. Any breach of policy and/or violation shall be treated as per relevant policy, rules and regulations which refer to contract clauses as primary references.

Kontraktor harus dibuat memahami Kebijakan Etik dan Kepatuhan APP. Department pengguna kontraktor dan atau Purchaser/SPD/CPD harus menginformasikan kepada kontraktor yang bersangkutan terkait dengan Kebijakan Etik dan Kepatuhan APP, ketentuan dan peraturan lainnya yang relevan. Kebijakan, ketentuan dan peraturan harus dijadikan lampiran dalam kontrak. Setiap pelanggaran akan ditindak sesuai dengan kebijakan, ketentuan dan peraturan yang berlaku dengan mengacu kepada kesepakatan dalam kontrak sebagai landasan utama.

7.0 DOCUMENTS AND ATTACHMENTS
7.1 Documents

Document Id	Title	PIC	Retention Period
APP/OHSMS/FM/019	CSMS Mandatory Evaluation	Unit Head	3
APP/OHSMS/FM/020	CSMS PQ Questionnaires	Unit Head	3
APP/OHSMS/FM/021	CSMS PQ Evaluation	Unit Head	3
APP/OHSMS/FM/022	CHSE Management Plan	Unit Head	3
APP/OHSMS/FM/023	Contractor Monthly Safety Report	Unit Head	3
APP/OHSMS/FM/024	Contractor HSE Audit Checklist	Unit Head	3

Note :

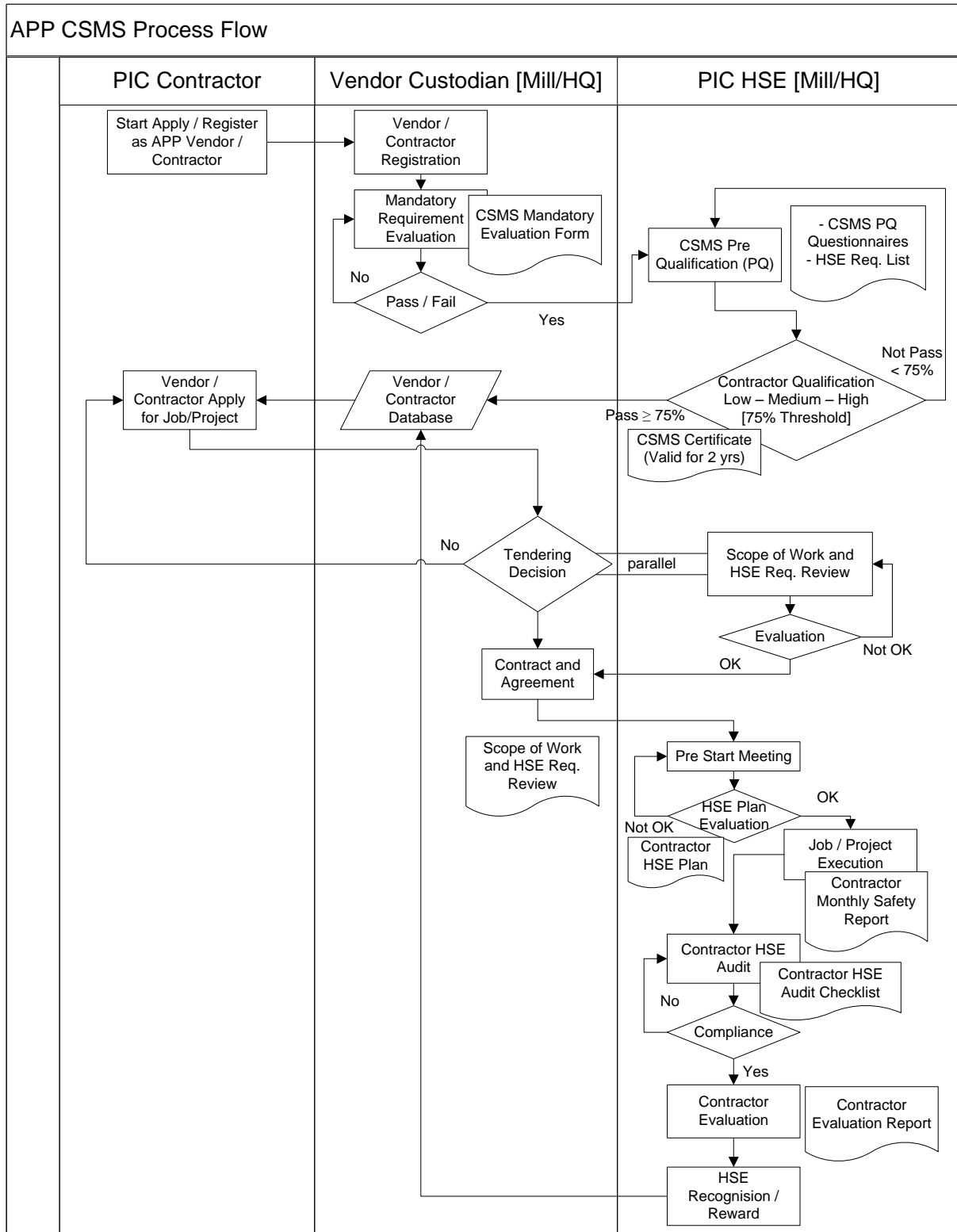
All documents for CSMS implementation available in APP format and manage as documented information as per required by ISO standards. Please refer to the list for obtaining the relevant documents due not all documents attached in this procedure pages.

Semua dokument implementasi CSMS tersedia dalam format APP dan dikelola sebagai informasi terdokumentasi seperti yang dipersyaratkan dalam standar ISO. Silahkan merujuk kepada daftar di atas untuk mendapatkan dokumen yang relevan terhubung tidak semua dokument tersebut dilampirkan dalam bagian halaman prosedur ini.

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7.2 Attachments

7.2.1 Attachment 01 - CSMS Flow Process



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7.2.2 Attachment 02 - HSE Requirements Section I**1.0 GENERAL REQUIREMENTS**

- a) CONTRACTOR shall conduct work safely, in compliance with all applicable HSE related Legal and Regulatory Requirements and in conformance with the HSE Requirements, and shall provide a safe working environment for all persons.
- b) When developing, reviewing and executing the HSE Arrangements (including when conducting HSE Risk management and Self-Verification). CONTRACTOR shall pay most attention to the Risk Management Measures for the most significant/high HSE Risks on its Risk Register. CONTRACTOR shall emphasize those Risks and Measures when engaging with APP personnel or OTHER CONTRACTORS.
- c) The provisions of this Section shall be applicable to all work at APP Mills and facilities, and to any other WORKSITES as specified in the CONTRACT; HSE Bridging Document or HSE Plan.
- d) CONTRACTOR acknowledges that the giving or with holding of any Endorsement by APP under this Section
 1. does not alter or affect the responsibility of CONTRACTOR to perform work, and to produce the document or conduct the activity, in accordance with the requirements of the CONTRACT, and
 2. does not represent or imply any acknowledgement by APP as to whether CONTRACTOR is or would be in compliance with the CONTRACT, if work were to proceed on the basis of the document or activity for which Endorsement is given.
- e) CONTRACTOR shall obey APP Golden Rules, where applicable and especially NON-SMOKING RULES that apply at APP Mills. Smoking and trigger fire hazard are strictly prohibited at APP Mill, and allowed only under permission and/or at particular area that approved by Mill Head. Disobeying these rules shall be treated as violation and sanctions apply as per particular Mill's rules.

2.0 CONTRACTOR'S HSE- Management System (HSE-MS) REQUIREMENTS

2.1 CONTRACTOR shall maintain, and shall ensure that CONTRACTOR conforms to an HSE-MS that includes at least the elements described in this Clause 2.0

2.2 Leadership, Culture, Communication and Accountabilities

- a) CONTRACTOR shall have an HSE policy statement that summarizes its commitment to HSE, and the steps, arrangements and systems in place to ensure compliance with HSE Legal and Regulatory Requirements.
- b) CONTRACTOR shall have a documented organizational structure, with defined roles and accountabilities for leadership and personnel related to the delivery of safe compliant and reliable operations.

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- c) CONTRACTOR shall:
 - 1. hold personnel accountable for upholding and complying with safe work practices and HSE Requirements while performing work,
 - 2. have and follow a process to assess responsibility for non-conformance, and
 - 3. capture and investigate deviations from safe work practices and the HSE Requirements.
- d) CONTRACTOR shall not, at all times, take or tolerate any retaliation or intimidation against personnel or against any person, APP or organization for:
 - 1. upholding safe work practices or stopping unsafe work,
 - 2. reporting in good faith any concerns in connection with HSE Requirements, or
 - 3. reporting an Incident or an unsafe and/or unhealthy condition.
- e) CONTRACTOR shall have arrangements to enable personnel to confidentially report any concerns relating to:
 - 1. HSE, and/or
 - 2. compliance with Legal and Regulatory Requirements.
- f) CONTRACTOR's HSE-MS shall specify accountabilities and processes to effectively communicate HSE Arrangements to personnel periodically or as necessary during the work. These shall include:
 - 1. consistent use of communication channels at all stages of work including, as applicable, when crew and shift changes occur,
 - 2. sharing of HSE messages in a structured manner with set frequencies, and
 - 3. using the language(s) generally in use by personnel at each Mill unless otherwise endorsed by APP.
- g) CONTRACTOR shall have a behavior-based safety process that involves personnel in continually improving HSE behaviors through systematic identification of safe behaviors, observation, recording, coaching and action.
- h) CONTRACTOR shall have a Management Site Inspections program that includes visits to APP Mill at a frequency agreed with APP Representative/User.

2.3 Fitness-For-Duty, Short Service Personnel & Training and Adapting to Work

- a) CONTRACTOR shall have processes and procedures in place to assess Fitness-For-Duty of Personnel, where permitted by local law, covering the following:
 - 1. Initial assessments prior to entering APP Mills
 - 2. Planned assessments of ongoing Fitness-for-Duty
 - 3. Assessments and interventions due to poor performance

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4. Assessments and interventions after a work related or non-work related injury or health event
- b) APP can remove from APP Mills any contractor's workers deemed not Fit-for-Duty.
- c) For the purposes of this Clause 2.3, Short Service Personnel shall be defined as any personnel having less than six (6) months experience in the same position with the same organization.
- d) CONTRACTOR must obtain APPROVAL prior to arrival at APP Mills of any Short Service Personnel. For the purposes of this clause, APP Mills Team Leader / Manager / Supervisor shall be the authorized representative of APP.
- e) Short Service Personnel shall only perform work on APP Mills under the supervision and accountability of competent CONTRACTOR supervisors.
- f) CONTRACTOR shall have a training plan to address the identified Risks as relevant to work.
- g) CONTRACTOR shall plan, implement and maintain process for adapting work to workers.

2.4 HSE Risk Management

- a) CONTRACTOR shall follow a Risk Assessment process for work covering at least the following:
 1. Risks relevant to Health, Safety, Security and the Environment,
 2. Identification of Hazards and selection of Hazard Identification and Risk Assessment models appropriate for the level and type of Risk. APP may at any time specify that such model requires Endorsement. For the avoidance of doubt, examples of Risk Assessment models include but are not limited to, HIRADC, TRA, JHA, JSA or specialty studies such as HAZOP, HAZID, ENVID, CHAZOP, Safety Override Risk Assessment (SORA) and quantitative Risk Assessment (QRA).
 3. Development of a Risk Register to document the results of the HSE Risk Assessment(s) and the Risk Management Measures planned or in place for the identified Risks, and
 4. Review and amendment of the HSE Risk Assessment(s) and Risk Register(s) periodically and as necessary to enable CONTRACTOR to meet the HSE Requirements. CONTRACTOR shall supply such documents to APP upon request. APP may review them and, if APP provides comments, CONTRACTOR shall amend such documents to reflect those comments.

2.5 Information Management and HSE Document Control Process

- a) CONTRACTOR shall identify which documents are controlled CONTRACTOR documents, which shall, as a minimum, include:
 1. HSE policies, practices and procedures,
 2. HSE Bridging Document,

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3. HSE Risk Assessment(s) and Risk Register(s). and
 4. HSE Plan.
- b) CONTRACTOR shall:
1. identify an owner for each controlled CONTRACTOR document, and
 2. have information management and document control processes to manage the approval, publication, transmission, storage, change retention and disposal of controlled CONTRACTOR documents, and to ensure that any obsolete information and documentation is removed from circulation.
- c) Upon request, CONTRACTOR shall provide APP ready and secure access to controlled CONTRACTOR documents and records related to WORK.

2.6 Equipment

- a) CONTRACTOR shall have and follow a formal process and plan for identifying, certifying, inspecting, and maintaining (including corrosion monitoring and inspection) all CONTRACTOR provided equipment (including Critical Equipment) to ensure on-going fitness for service and compliance with Legal and Regulatory Requirements. Such process and plan shall include requirements to:
1. operate within manufacturer defined operating limits and in accordance with documented operating procedures.
 2. monitor, document and investigate any unexpected failures and unintended excursions outside of the operating limits set in the relevant operating procedures.
 3. verify the adequacy and accuracy of the methods for measuring and monitoring equipment at defined intervals.
 4. evaluate results of equipment inspection and modify inspection plans as necessary to mitigate emerging Risk.
- b) CONTRACTOR shall, consistent with the HSE Requirements, only use, purchase or supply materials that are suitable for conducting WORK safely and providing a safe working environment for all persons.
- c) When requested by APP, CONTRACTOR shall confirm that it is in conformance with the requirements of this Clause 2.6 and, if so requested, CONTRACTOR shall provide APP with inspection or maintenance progress and completion reports or other documents relating to Critical Equipment, or other equipment.

2.7 Emergency Response

- a) CONTRACTOR shall comply with APP's Emergency Response plan when at all APP Mills, unless otherwise Endorsed by APP.
- b) CONTRACTOR shall have a documented Emergency Response plan to respond promptly to Incidents.

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- c) CONTRACTOR shall have and maintain the capability, including available resources and trained PERSONNEL, to respond to any Incident in accordance with the applicable Emergency Response plan.
- d) CONTRACTOR shall participate fully in drills and practices of APP's Emergency Response plan when requested to do so and shall plan and conduct drills and practices of CONTRACTOR's Emergency Response plan.

2.8 Control of Work (COW)

- a) CONTRACTOR shall use a COW process as specified by APP for work on APP Mills to plan work, identify Hazards, and assess Risk, with appropriate Risk Management Measures to complete work safely, reliably and without Accidents.
- b) In the event that CONTRACTOR's COW process is used, it shall be documented in a COW procedure (including roles and responsibilities) and shall:

- 1. INCLUDE, BUT NOT BE LIMITED, TO THE FOLLOWING STEPS:

- A. Plan and schedule work:**

- 1) A written procedure shall be in place to conduct the work,
 - 2) All identified roles within the procedure shall have defined accountabilities, and
 - 3) Planning and scheduling of work shall identify individual tasks and their interactions.

- B. Assess and manage the Risk:**

- 1) Tasks shall not be conducted without being Risk-assessed by a competent and accountable person;
 - 2) Prior to conducting work that involves confined space entry, work on energy systems, working at height, ground disturbance, lifting, hot work in potentially explosive environments or other hazardous activities, a Permit to Work shall be obtained, reviewed and authorized by the appropriate persons identified in the COW procedure.
 - 3) The scope, Hazards, controls and mitigations, including where the use of personal protective equipment is required, shall be communicated in writing and signed off by PERSONNEL involved in the task.

- C. Task execution**

- 1) Risks of performing simultaneous operations and multiple activities shall be managed.
 - 2) The scope of job and approach to management of work, task interruption events and contingencies shall be communicated to PERSONNEL prior to task execution.

D. Capture the learning:

- 1) The COW process shall include a program of regular auditing, and
 - 2) Internal lessons learned that impact the process shall be captured, incorporated and shared with APP and affected PERSONNEL.
2. COVER THE FOLLOWING ACTIVITIES AS RELEVANT TO WORK :
- Construction and Civil
 - Maintenance
 - Production
 - Manufacturing and Fabrication
 - Port & Jetty

2.9 Sub Contractor Selection and Roles

- a) CONTRACTOR shall only use SUBCONTRACTORS that have been approved by CONTRACTOR as capable of meeting the HSE Requirements.
- b) CONTRACTOR shall systematically verify that SUBCONTRACTORS meet HSE Requirements throughout performance of work

2.10 Continuous Improvement

- a) CONTRACTOR leadership shall review its HSE-MS at planned intervals to ensure its continuing suitability, adequacy and effectiveness.
- b) Such reviews shall include assessing and documenting opportunities for improvement and the need for changes to the HSE-MS.
- c) Records of such reviews shall, as a minimum, document the monitoring and measurement mechanisms used for determination of improvement actions.

2.11 Environmental & Social Impacts

- a) For the purposes of this Clause 2.11 the following definitions shall apply:
 1. Environmental Impacts shall be defined as changes (whether temporary or permanent) to the Environment, caused by work, including those associated with emissions (to air, water or land), waste, noise, light or any other disturbance.
 2. Social Impacts shall be defined as positive or adverse community, social, economic, cultural or welfare impacts (whether temporary or permanent) on persons from WORK or from activities associated with work.
- b) CONTRACTOR shall manage the Risks associated with actual and potential Environmental Impacts and Social Impacts:
 1. In accordance with the CONTRACT, and
 2. In compliance with applicable Legal and Regulatory Requirements.

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2.12 Notification, Reporting and Investigation of Incidents

- a) CONTRACTOR shall report and join in investigation all Incidents related to work, including Near Misses.
- b) APP shall lead the investigation and CONTRACTOR shall join and support the process.
- c) CONTRACTOR shall follow a formal Incident Investigation and Reporting Procedure for work related events that requires the below at a minimum.
 - 1. Verbal notification, as soon as practicable, of Incidents to APP,
 - 2. Written notification to APP of any Fatality, High Potential or Major Incident within as per published internal reporting policy of the occurrence or within the timeframe specified by any Legal and Regulatory Requirements, whichever is shorter,
 - 3. Initiation of Incident investigation of any Fatality, High Potential or Major Incident within forty eight (48) hours of the occurrence,
 - 4. Written notification of all other Incidents including Near Misses to APP within twenty four (24) hours of occurrence or within the timeframe specified by Legal and Regulatory Requirements, whichever is lesser,
 - 5. A formal written record of all notifications is maintained and available to APP on request,
 - 6. Prompt notification to APP of :
 - 1) all alleged violations of HSE-related Legal and Regulatory Requirements in relation to work;
 - 2) all inspections or notices of inspection of work or any Mill Site by any Authority; and
 - 3) any failure to comply with the HSE Arrangements.
 - 7. Investigation of all Incidents (unless otherwise specified by APP pursuant to Clause 2.12.2), and documentation of evidence-based findings and associated recommendations to prevent reoccurrence.
 - 8. Development and execution of action plans, inclusive of accountabilities, due dates, and tracking.
- d) CONTRACTOR shall analyze results of Incident investigations at intervals, quarterly or as otherwise Endorsed by APP, to identify trends in immediate and system causes. CONTRACTOR shall develop action plans to address identified trends with due dates for completion, track actions to closure, and be prepared to present such information at performance review meetings with APP.
- e) CONTRACTOR shall cooperate with Incident investigations being carried out by APP. Such co-operation shall include (without limitation) the provision of any data, documents, images, video footage or other recorded media that is required by APP in the course of its

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investigation in addition. to statements and collaboration from any personnel aware of any facts or circumstances related to the Incident.

- f) In the event that WORK is stopped due to the occurrence of a Fatality, High Potential or Major Incident, work shall not resume without express Approval.
- g) In the process of investigation involving personnel from CONTRACTOR who cannot speak in English or Bahasa Indonesia and required interpreter/translator, CONTRACTOR shall provide the interpreter/translator.

2.13 Management of Change (MOC)

- a) CONTRACTOR shall follow a MOC process prior to implementing any temporary or long-term changes (including those relating to materials, equipment, process, products, services, procedures, practices and personnel) that could either affect the health, safety, security of people (whether or not they are personnel) or have an adverse impact on the Environment or both.
- b) This MOC process shall include:
 - 1. A formal and systematic Risk Assessment that states the projected duration of the change(s). and identifies, assesses the HSE Risks that may be introduced by implementing it, and how they will be identified and controlled (e.g. procedures, personnel, equipment).
 - 2. A formal communication and review process, specifying CONTRACTOR and APP individuals whose review is required prior to implementation of the change(s).
 - 3. A process for tracking MOC's and archiving all records thereof, and
 - 4. A process to communicate all changes to persons who could be impacted by them or MOC process being implemented.
- c) Prior to making changes to personnel critical to safe operations (as listed in the HSE Plan), CONTRACTOR shall:
 - 1. Provide APP Representative (User) with justification for the change(s). and the qualifications of proposed replacement personnel, with evidence the new post holder satisfies the minimum required competencies for the role.
 - 2. obtain approval, which shall not be unreasonably delayed or withheld.

2.14 Action Management

CONTRACTOR shall follow a formal and systematic process to record and track the completion of all actions identified from HSE reviews, audits, Self-Verification, Incident investigations, and the MOC process.

2.15 Process Safety

- a) To prevent Process Safety Incidents, CONTRACTOR shall manage the integrity of hazardous operating systems and processes controlled by CONTRACTOR, by applying good

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design principles (including the principles of Inherently Safer Design), and good operating, maintenance and inspection practices.

- b) Where CONTRACTOR controls hazardous operating systems and processes that could cause a Major Incident (MI), CONTRACTOR shall implement multiple Layers of Protection ('LOP') to reduce Risk and mitigate the Hazards of a process. LOP include passive barriers (e.g. physical separation from the Hazard). active barriers (e.g. shutdown systems). and procedural barriers (e.g. response to alarm).
- c) CONTRACTOR shall follow a systematic plan to periodically review and update LOP to ensure that they remain effective.
- d) CONTRACTOR shall define and provide the level of Process Safety competency needed to manage hazardous operating systems and processes controlled by CONTRACTOR that could cause a Major Incident.

2.16 Health Management

- a) CONTRACTOR's Risk Management Measures shall include programs for industrial hygiene monitoring, health surveillance, and infectious disease management, unless otherwise APPROVED.
- b) CONTRACTOR shall ensure that all personnel have access to medical evacuation, and reasonable access to healthcare (first aid, primary and emergency medical care). Each of these shall be provided by CONTRACTOR unless APP has confirmed in writing that APP will provide them. In this clause, "primary care" refers to the first point of health care for personnel with a health problem experienced at APP facility or otherwise during performance of work.
- c) Whether medical evacuation is provided by APP or by CONTRACTOR, in either case CONTRACTOR shall be responsible for all subsequent medical treatment received by the evacuated person.
- d) CONTRACTOR shall manage fatigue through an established fatigue management program.
- e) Provision of any medical care by APP does not relieve CONTRACTOR of its obligations to provide personnel who are Fit-for-Duty.

2.17 Drug and Alcohol Policy and Compliance

- a) APP prohibits the use, possession, sale, purchase, transfer, concealment, transportation of Prohibited Substances by any personnel when performing work or otherwise, while on APP Mill Site and facilities including in any APP vehicle at all time. CONTRACTOR shall ensure all personnel comply with this prohibition and are free from the effects of Prohibited Substances at these times and locations.
- b) Subject to applicable Legal and Regulatory Requirements, CONTRACTOR shall have a drug and alcohol policy that includes the following provisions:

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1. Contractor's workers shall not sell, purchase, transfer, conceal, transport or possess Prohibited
 2. Substances and shall be free from the effects of Prohibited Substances while performing work,
 3. Contractor's workers shall make known to CONTRACTOR the use of any prescription or nonprescription medicine or any other substance that he/she believes, or has been advised, may impair his or her judgment or performance or otherwise adversely affect the normal functions of his or her mental faculties or physical abilities,
 4. Contractor's workers who are required to drive whilst performing work shall inform Contractor Management if they no longer possess a valid and unrestricted driver's license as a result of arrest or conviction related to drugs and/or alcohol,
 5. Testing for the presence of certain Prohibited Substances as identified by APP may take place:
 - 1) prior to confirming employment of personnel,
 - 2) following a Mill Incident,
 - 3) as part of a random testing program, or
 - 4) if APP or CONTRACTOR has reasonable suspicion that a member of Contractor's workers is using a prohibited drug or alcohol.
 6. Facilities, living quarters, vehicles, lockers and other personal property on all APP Mills may be subject to search,
 7. Upon instruction by APP, CONTRACTOR shall subject identified workers to drug testing at any time and for any reason,
 8. Any workers testing positive for the presence of Prohibited Substances must be removed from performing work pending confirmation of the test result and further investigation,
 9. Any workers who refuses to undergo a Prohibited Substance test required by APP or CONTRACTOR shall not perform work pending a Prohibited Substance test.
- c) CONTRACTOR shall inform all The Contractor's workers of its drug and alcohol policy prior to Commencement of work.
- d) CONTRACTOR shall bring any Incident involving Prohibited Substances to the attention of APP in accordance with the Incident Investigation and Reporting Procedure in Clause 2.12.
- e) APP reserves the right to report known or suspected illegal activity to Authorities.

2.18 Security

- a) CONTRACTOR shall comply with APP security management policies and procedures, in force at each APP Mill, including restrictions on the presence, carrying or use of firearms and other lethal or non-lethal weapons.

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- b) In the event that CONTRACTOR becomes aware of a security Incident, threat or emergency, AFFECTING or related to worker, CONTRACTOR shall immediately inform APP in accordance with the Incident Investigation and Reporting Procedure in clause 2.12.

2.19 HSE Metrics & Reporting

- a) CONTRACTOR shall report the following to APP, in accordance with APP Rules & Policy. and definitions, thresholds and reporting principles notified to CONTRACTOR by APP:
1. the HSE metrics listed in Clause 2.19.b with effect from the Commencement of WORK, and
 2. additional HSE metrics, as requested by APP, and with effect within thirty (30) calendar days of the request.
- b) HSE METRICS shall include, but not be limited to, the following as related to performance of work:
1. All injuries, as defined in the APP procedure, including Fatalities, Lost Time Incident, recordable injuries and illnesses, and first aid treatments
 2. Total working hours for all personnel
 3. Number of LOPC (Lost of Primary Containment) events and hydrocarbon spills
 4. Number of Process Safety Events (tier 1 and 2)
 5. Number of Major Incidents ('MI')
 6. Number of High Potential Incidents ('Hi Po') or Serious Potential Incidents ('SPI') that lead to fatality or major incident
 7. Numbers of fires and explosions
 8. Number of Management Site Inspections (frequency and outcomes)
 9. Number of Self-Verification activities completed against number planned
 10. Number of Near Misses
 11. Numbers of Incidents
 12. Number of other events reportable to an Authority
- c) Upon request, CONTRACTOR shall inform APP if any of the following Incidents occur elsewhere in CONTRACTOR operations or in those of any SUBCONTRACTOR employed by CONTRACTOR:
1. Fatalities
 2. Major Incidents (MIs)
 3. High Potential Incidents (HiPos) / Serious Injury and Fatality (SIF)
 4. Fires and explosions

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- d) Unless otherwise Endorsed by APP, between the second (2nd) and seventh (7th) calendar day of each MONTH, CONTRACTOR SHALL REPORT THE PREVIOUS MONTH'S PERFORMANCE AS PER THE ABOVE METRICS, AS A MINIMUM.
- e) CONTRACTOR shall follow a process to analyze HSE metrics, identify trends, and determine and execute improvement actions. Such analysis and related documentation shall be available to APP upon request.

3.0 HSE ARRANGEMENTS

- a) CONTRACTOR shall have in place, at all times, up-to-date HSE Arrangements, which provide all relevant Personnel with a clear, consistent, integrated, useable and effective set of working instructions for carrying out work in accordance with the HSE Requirements.
- b) CONTRACTOR shall keep the HSE Arrangements up-to-date, including in response to any changes to Section II Scope of Work or HSE Requirements.
- c) Where actions are identified through the application of the HSE Requirements (such as Self Verification, HSE reviews or the HSE Risk Management processes referred to in Clause 2.4), CONTRACTOR shall ensure that those actions are executed in a timely manner and are reflected as necessary in updates to the HSE Arrangements.

3.1 HSE Bridging Document

- a) CONTRACTOR and APP shall jointly develop and sign a HSE Bridging Document prior to Commencement of work.
- b) The HSE Bridging Document shall consist of a matrix or set of matrices that compare HSE REQUIREMENTS as identified by APP with CONTRACTOR policies, practices and procedures and:
 - 1. identify any gaps and variances against the HSE Requirements and any CONTRACTOR actions, with due dates for completion, required to bring them into conformance with the HSE Requirements,
 - 2. specify HSE related APP, CONTRACTOR policies, practices and procedures which have primacy for particular activities or Aspects of work, and
 - 3. define any necessary interface accountabilities between APP, CONTRACTOR between respective policies, practices and procedures (e.g. Incident Response, Emergency Response).
- c) In the event that, for any HSE Requirement, APP and CONTRACTOR cannot agree with any ASPECT relating to primacy, APP shall decide the resolution.
- d) CONTRACTOR shall execute the actions identified in the HSE Bridging Document, by the time specified therein.
- e) Where APP policies, practices or procedures are identified in the HSE Bridging Document as having primacy over CONTRACTOR's HSE-MS:

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1. CONTRACTOR shall train PERSONNEL accordingly, and
 2. CONTRACTOR shall conform to the identified policies, practices and procedures in the performance of work.
- f) CONTRACTOR shall review the HSE Bridging Document as necessary to keep it up-to-date, including any changes to Section II Scope of Work, the HSE Requirements or CONTRACTOR's HSE-MS.
- g) Any proposed changes to the HSE Bridging Document shall take effect only when the revised HSE Bridging Document has been signed by APP and CONTRACTOR. CONTRACTOR shall promptly communicate such changes to CONTRACTOR and all relevant personnel.

3.2 HSE Plan

- a) CONTRACTOR shall develop and maintain an HSE Plan and Self-Verification Plan appropriate for work, including the elements described in HSE Plan template.
1. Commencement of WORK shall not take place prior to Endorsement of the HSE Plan and Self-Verification Plan.
 2. Any amendments to either document shall be subject to Endorsement by APP.
- b) CONTRACTOR shall develop and execute a Self-Verification Plan as further described in in HSE Plan template.
- c) CONTRACTOR shall define, subject to Endorsement by APP, intervals for reviewing the HSE Plan for effectiveness and accuracy.
- d) At such intervals, and following any amendment to the HSE Bridging Document, the Scope of Work in Section II, or any APP or CONTRACTOR policy, practice or procedure which has primacy under the HSE Bridging Document, CONTRACTOR shall review and, if necessary, amend the HSE Plan, submitting any amendments to APP for Endorsement.

4.0 KICK-OFF MEETINGS

- a) CONTRACTOR shall participate in kick-off (sometimes referred to as authorization to operate or 'ATO', 'go/no-go' or 'readiness reviews') meetings as requested by APP.
- b) In such kick-off meetings CONTRACTOR shall (unless otherwise agreed by APP) confirm, with EVIDENCE as requested, that:
1. any Risk Assessments and Risk Registers are complete and up to date (against contract, including region, asset or work specific requirements).
 2. the HSE Bridging Document and HSE Plan are complete and up to date (against contract, including region, asset or work specific requirements).
 3. relevant actions identified in the HSE Plan or HSE Bridging Document have been closed.
 4. the HSE Arrangements, including any policies, practices or procedures, are fit for purpose and comply with Clause 3.1.

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5. Personnel are competent.
 6. equipment is fit for service, and that all Critical Equipment has been identified and is accounted for within its inspection and maintenance plans.
 7. the HSE Plan has been communicated to relevant Contractor's workers is in a position to execute work in accordance with the HSE Requirements.
- c) Such KICK-off meetings may be further described in CSMS Procedure.

5.0 CONTRACTOR SELF-VERIFICATION (SV), HSE PERFORMANCE REVIEW AND IMPROVEMENT PLAN

- a) CONTRACTOR shall participate in regular performance review meetings with APP, and shall be prepared to:
1. demonstrate conformance with the HSE Requirements, including reporting the following Key Performance Indicator (KPI), where SV activities are those captured in the Self-Verification Plan.

$$\% \text{ of planned SV activities completed} = \left[\frac{\# \text{of completed SV activities}}{\# \text{of planned SV activities}} \right] \times 100$$
 2. present analysis of findings from SV activities, including trends and corrective actions.
- b) CONTRACTOR shall accommodate APP assessments and audits of CONTRACTOR's HSE conformance, compliance, performance and management processes, which may be periodic or as required by APP.
- c) In the event that work, or any part of it, is suspended by APP on the basis that it is necessary for the SAFETY of work or persons, APP may require CONTRACTOR to develop and execute an HSE improvement plan.
- d) Such CONTRACTOR HSE improvement plan:
1. shall include measureable actions to be taken by CONTRACTOR to address identified deficiencies,
 2. may include amendments to the HSE Arrangements, and
 3. shall be submitted to APP for Endorsement in connection with APP decision regarding whether CONTRACTOR shall resume work.

7.2.3 Attachment 03 - HSE Requirements Section II

Acronyms

ANSI	American National Standards Institute
BS	British Standard
CE	Conformite Europeene / European Conformity
CSA	Canadian Standard Association
EN	European Norms
AS/NZS	Australian Standard / New Zealand Standard
NFPA	National Fire Protection Association
NIOSH	The National Institute for Occupational Safety and Health
SNI	Standard Nasional Indonesia

1.0 SPECIFIC HSE REQUIREMENTS

1.1 PERSONAL PROTECTIVE EQUIPMENT (PPE)

CONTRACTOR shall provide PPE appropriate for the WORK with minimum 10% (ten per cent) spare. CONTRACTOR shall ensure that its employees, representatives, workers and those of its subcontractors (collectively termed CONTRACTOR PERSONNEL) abide by the PPE Requirements, per Attachment 4.1.

1.2 HEALTH MANAGEMENT

1.2.1 First Aider

CONTRACTOR shall ensure that at least 1% (one per cent) of CONTRACTOR PERSONNEL hold a valid advanced first aid certificate and at least 5% (five per cent) have involved in First Aid training as per relevant National Legislation.

1.2.2 Medical Examination

- a) CONTRACTOR shall conduct pre-employment and periodic medical examinations in accordance with Indonesia Ministry of Health regulations or, if CONTRACTOR PERSONNEL were an expat, then in accordance with World Health Organization's health advice.
- b) CONTRACTOR shall obtain all necessary consent from CONTRACTOR's PERSONNEL to be able to submit all medical examination results of CONTRACTOR's PERSONNEL to COMPANY for review and COMPANY will define the Fit-For-Duty status of the CONTRACTOR's PERSONNEL This Fit-For-Duty status is issued through a health/medical certificate which is valid for a maximum period of 12 (twelve) months.
- c) All CONTRACTOR's PERSONNEL medical examination results must be available upon request for COMPANY's review.

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1.2. 3 Immunizations

CONTRACTOR shall supply to its personnel suitable prophylactics and inoculations against disease if necessary, and as required by prevailing conditions.

Attachments of Section II:**ATTACHMENT 4.1 - PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIREMENTS**

1. 1 General minimum PPE requirements for working at APP Mill shall include but is not limited to :

a) Body Protection - Cotton material is required in normal WORK exposure environments

1. Coveralls - Inherently Flame Resistant Clothing (IFRC).

Shall be worn in areas where flammable substances exist - and where there is potential exposure to a flash fire. FRC coveralls shall be long sleeved. FRC shall be in good condition and worn properly at all times: sleeves rolled down and all zipper I buttons closed. Regardless of fabric, CONTRACTOR's logo and the wearer's name must be clearly displayed.

2. Chemical Resistant Clothing

PERSONNEL handling chemicals need body protection against splashes and droplets, and shall wear protective clothing (e.g. aprons) manufactured from materials conforming to Indonesia government regulations (SNI - Standard Nasional Indonesia).

3. Protective Clothing

Leggings: For heavy WORK, flame resistant leggings or other equivalent means shall be used to give added protection to the legs, when necessary. Legging shall meet SNI.

b) Head Protection

A safety helmet with chinstrap conforming to SNI or equivalent is required. Safety helmets shall be color coded in accordance to guidelines set by each Mill or APP facility.

c) Eye Protection

The minimum eye protection at all times while in the APP Mills is approved safety glasses with fixed rigid side shields, which meet the SNI requirements. Dark or filtering lenses are allowed as long as they meet SNI standard and function to protect PERSONNEL. Wearing of any dark lens requires ongoing assessment of the WORK due to changing circumstances such as increasing or decreasing darkness or varying levels of light within the APP Mills. CONTRACTOR shall have a safety officer assess the hazards of the APP Mills as necessary.

d) Foot Protection

Work boots that have ankle protection and reinforced toe conforming to SNI standards shall be worn at all times while performing the WORK.

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e) Hand Protection

General-purpose cotton gloves shall only be used to protect against minimal risks to health and safety, for example, to resist minor cuts, abrasions and offer a good grip. Special-purpose gloves shall be worn as follows:

1. Chemical gloves: care should be taken when handling chemicals which must not come into contact with the skin. PVC or neoprene gloves for handling acid/ alkalis should be worn (SNI or equivalent).
2. Cut resistant gloves: use gloves that are resistant to cuts when working with sheet metal and other sharp objects (SNI).
3. Electrician gloves: electrician's gloves shall be worn when dealing with live electrical circuit I bus (SNI). Gloves shall be rated for the voltage of the equipment to be worked on.

f) Respiratory Protection Equipment (RPE)

The selection of the RPE shall involve identification of the hazard and potential exposure. The 2 (two) likely hazards to be encountered during the WORK are: oxygen deficiency and toxic contaminants. All RPE shall be certified to meet the SNI (or equivalent) standard applicable to the hazard.

1. Filter or cartridge respirators only afford protection against relatively low concentrations of toxic substances and long term effect to health.
2. Self contained breathing apparatus or a supplied air line system is required when the level of airborne contaminants is beyond the filtration capability of a cartridge respirator, where there is an oxygen deficiency, or exposure to toxic gas.

g) Hearing Protection

Ear plugs and/or ear muffs shall be required in areas designated to have noise levels above 85 (eighty-five) dB. In locations where noise levels exceed 100 (one hundred) dB dual protection is required. Hearing protection shall conform to SNI.

h) Fall Protection

In accordance with the COMPANY Fall Protection Policy, and the COMPANY Golden Rules of Safety: Working at Heights, all individuals working on unprotected walking/working surfaces more than 1.8 meters (6 feet) above a lower level or where potential hazards for falls exists that may result in injury shall be protected from falling by the use of guardrail system (scaffolding) or by wearing a personal fall arrest system conform to SNI.

1. CONTRACTOR shall provide workers with SNI or equivalent certification marks fall protection equipment which includes a full body harness with double lanyards and shock-absorber.
2. Monthly inspection and tagging shall be carried out by CONTRACTOR for all personal fall arrest system.

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i) Floating Devices.

Unless otherwise stipulated, other determinations are appropriate, use of Personal Flotation Device (PFD) is mandatory when work or activity is being performed at 2 meters or less from the edge of lock walls, the main deck of any ship, pier floating equipment, working floaters, pontoon, or any other structure that is near water, where sufficient protection is not offered.

Minimum requirement of PFD shall be 150N SOLAS Approved PFDs. When the wearing of a lifejacket is impractical.

j) Others

CONTRACTOR shall provide other PPE to its PERSONNEL for the specific tasks as result of associated risk assessments. Examples might include: knee pads, rubber boots, back supports, wrist bands, etc.

PPE Matrix for Contractor Guidance

Part of Body	PPE	Specification for Reference	Frequency for Reference	
			Usage	Replacements
Eye	Safety Glasses	ANSI Z87.1 or the SNI equivalent standard Adjustable length temples, side shields, Anti Fog	Every time in dusty area and/or potential eye injury All workers who exposed risk on eyes	6 months
	Chemical Goggles	SNI standard equivalent to EN 166 standard or ANSI Z87.1-2003 Chemical resistant, Anti Fog	Every time when working with chemicals/hazardous substances (liquid/vapor/etc)	1 year
	Welding Mask	SNI standard equivalent to ANSI Z87.1v	Every time when welding job	3 years
	Face Shield	SNI standard equivalent to ANSI Z87.1 Clear	Grinding/Gas Cutting/Chipping Chemical Mixing/Processing	2 years
Head	Helmet / Hard Hats	SNI standard equivalent to ANSI Z89.1 or EN 397 V-type Half brim or Full brim Suspended bracket Chin Strap	Every time in dedicated working area with potential drop object and/or potential head injury	2 years for Cap and 1 year for bracket
Hearing	Ear Plug	SNI standard equivalent to ANSI S3.19 [NRR min 25] ANSI Z24	Every time in dedicated area with Potential High Noise [>85 dBA]	6 months (non disposable)
	Ear Muffs	SNI equivalent to ANSI S3.19	Every time in High Noise Area [>85 dBA] exposure Area with Noise	2 years

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Part of Body	PPE	Specification for Reference	Frequency for Reference	
			Usage	Replacements
			>100dBA, could be apply with ear plug too for good reducing noise.	
Respiratory	Disposable Dust Mask	SNI standard equivalent to ANSI Z88.2 or NIOSH 42 CFR or EN 149	Every time in dusty area, odor area and Low Air Quality Area	disposable
	Respirator c/w cartridge	SNI standard equivalent to EN 136 NIOSH / MSHA	Every time in confined space and/or hazardous/toxic gas area	Respirator 2 years Cartridge as per manufacturer spec.
	Self Contain Breathing Apparatus [SCBA]	SNI standard equivalent to EN 144 NFPA 1981 NIOSH approved	Specific job in confined space entry; hazardous/toxic area; limited oxygen, and/or rescue activity	SCBA as per manufacturer spec. [hydro test, calibration, inspection, etc]
Foot / Leg	Safety Shoes	SNI standards equivalent to ANZI Z41.1 SNI 7079-2009 ASTM F2412/ASTM F2413 Steel Toe, Mid Sole, Anti Slip, Anti Static, Oil Resistant	Every time in all area with potential foot/leg injury	1 year or when warn out
	Chemical Resistant Boots	SNI standards equivalent to ANZI Z41 (1967, Rev.1991) BS 1870 / 1989 SNI 0645 DIN 4843	Every time in wet area and chemical plant	1 year or when warn out
Hand	Leather Gloves	SNI standards equivalent to ANSI / ISEA 105 or OSHA 29 CFR 1910.138 or EN 12477	Every time when welding / hot work	1 year or when warn out
	Cut Resistant Gloves	SNI standards equivalent to ANSI / ISEA 105 or OSHA 29 CFR 1910.138 or BS EN 388 or EN 420 AS / NZS 5812	Every time in light duty job [manual handling, operating hand tools, etc]	1 year or when warn out
	Chemical Resistant / Rubber Gloves	SNI standards equivalent to ANSI / ISEA 105 or OSHA 29 CFR 1910.138 or BS EN 374.1 or EN 407	Every time when working with chemicals/hazardous substances (liquid/vapor/etc)	1 year or when warn out
	Electrical Resistant Gloves	BS EN 50237, 2000	Every time when working in electrical job / live electrical circuit.	1 year or when warn out

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Part of Body	PPE	Specification for Reference	Frequency for Reference	
			Usage	Replacements
Body / Trunk	Uniform / Coveralls	Inherently Flame Resistant Clothing and/or Clothes (long/short sleeves) with reflective tape	Every time in all production area	1 year or when damaged
	Chemical Resistant Clothing	SNI standards equivalent to BS 7184.2001	Every time when handling chemical / hazardous substance	Disposable type or 6 months
	Hi-Visibility Vest	SNI standards equivalent to ANSI / ISEA 107 EN 471	Every time when doing activity in traffic/high traffic area (inside and outside Mill). Potentially struck on/struck by heavy equipment	6 years
	Apron	SNI standards equivalent to ASTM 6413 OSHA 29 CFR 1910.13 EN 470-1	Every time when welding / hot work	1 year
	Full Body Harness	Full body harness double lanyard c/w shock/energy absorbers SNI standards equivalent to EN 361 PPE against fall from height - ANSI Z359.1 AS / NZS 1891.1 ANSI A10.4	Every time when working at height	5 years
	Personal Floating Devices	SNI standards equivalent to SOLAS Approved type I or II - 150N	Every time when working near/over water	1 year

1.2 HEALTH MANAGEMENT

1.2.1 First Aider

CONTRACTOR shall ensure that at least 1% (one per cent) of CONTRACTOR PERSONNEL hold a valid advanced first aid certificate and at least 5% (five per cent) have involved in First Aid training as per relevant National Legislation.

1.2.2 Medical Examination

- a) CONTRACTOR shall conduct pre-employment and periodic medical examinations (Medical Check-Up (MCU)) of CONTRACTOR's PERSONNEL as per Indonesia government regulations and any additional medical checks as required by APP from time to time.
- b) CONTRACTOR shall obtain all necessary consent from CONTRACTOR's PERSONNEL to be able to submit all medical examination results of CONTRACTOR's PERSONNEL to COMPANY for review and COMPANY will define the Fit-For-Duty status of the

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CONTRACTOR's PERSONNEL This Fit-For-Duty status is issued through a health/medical certificate which is valid for a maximum period of 12 (twelve) months.

- c) All CONTRACTOR's PERSONNEL medical examination results must be available upon request for COMPANY's review.

1.2.3 Immunizations

- a) CONTRACTOR shall ensure its PERSONNEL has suitable prophylactics and inoculations against disease if necessary, and as recommended by prevailing conditions as advised by government, and on occasion by APP, which may change from time to time.

1.2.4 Health insurance for CONTRACTOR PERSONNEL

- a) CONTRACTOR shall ensure its PERSONNEL has appropriate medical insurance cover for the term of the CONTRACT and is commensurate with the WORK they have to perform at APP Mill or facilities.