**Supplier / Contractor HSEQ Self-Assessment - Questionnaire**

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| **Supplier Name** |  |
| **Contact Person** |  |
| **Supplier address** |  |
| **Contact Telephone** |  |
| **Supply Type** |  |
| **Date questionnaire completed** |  |

 **(NB: In cases where “Yes” or “No” is not the precise answer, please provide supporting information)**

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| **Section 1: Leadership & Commitment** | **Responses** |
| **Questions** | **Yes** | **No** | **Supporting information** |
| **1.1** Are senior managers personally involved in the management of HSEQ? |  |  |  |
| **1.2** Is the company certified according to ISO9001, OHSAS 18001, ISO 14001, EMAS or other relevant HSEQ standards? Please specify and attach relevant certificates. |  |  |  |

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| **Section 2: HSEQ Policy and Strategic Objectives** | **Responses** |
| **Questions** | **Yes** | **No** | **Supporting information** |
| **2.1** Does your company have a documented HSEQ policy? If YES, please attach a copy. |  |  |  |
| **2.2** Does your company have a documented HSEQ manual? If YES, please attach a copy. |  |  |  |
| **2.3** Who has overall and final responsibility for HSEQ in your Organization? |  |  |  |
| **2.4** Does your company have a long-term (3-5 years) HSEQ strategy or improvement plan in place? If YES, please attach a copy. |  |  |  |

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| **Section 3: Organization, Responsibilities, Resources and Documentation** | **Responses** |
| **Questions** | **Yes** | **No** | **Supporting information** |
| **3.1** Is your organization structured to manage and communicate HSEQ effectively? |  |  |  |
| **3.2** Does your Organization have HSEQ specialist resources available? |  |  |  |
| **3.3** Are your company standards aligned with industry guidelines or recommended practices? If YES, please specify. |  |  |  |
| **3.4** What arrangements does your company have to ensure employees and also new employees have knowledge of your HSEQ policies, practices and company requirements? |  |  |  |
| **3.5** Does your organization have a competence management system in place? If YES, please describe the scope and content of your competence management system. |  |  |  |
| **3.6** Have managers and supervisors at all levels who will plan, monitor, oversee and carry out the work received formal HSEQ training in their responsibilities? |  |  |  |
| **3.7** Do purchasing specifications and/or contracts with sub-contractors incorporate HSEQ requirements? |  |  |  |
| **3.8** How is sub-contractor HSEQ capability and performance monitored and evaluated?  |  |  |  |
| **3.9** Do you meet regularly with the sub-contractor to discuss and action any interface situations? |  |  |  |
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| **Section 4: Risk Management** | **Responses** |
| **Questions** | **Yes** | **No** | **Supporting information** |
| **4.1** Has applicable legislation, codes of practice and/or other requirements been identified and complied with? |  |  |  |
| **4.2** Are changes in legislation, codes of practice and/or other requirements monitored? |  |  |  |
| **4.3** Are the necessary licenses and/or permits for your activities and locations in place and valid? |  |  |  |
| **4.4** Is Risk assessment undertaken and documented for all tasks that involve hazard to health, safety, security or the environment? |  |  |  |
| **4.5** Are mitigation and control measures clearly defined, documented and implemented? |  |  |  |
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| **Section 5: Planning & Procedures** | **Responses** |
| **Questions** | **Yes** | **No** | **Supporting information** |
| **5.1** Do you have a company HSEQ Management System manual (or Operations Manual with integrated HSEQ requirements) which describes in detail your company approved HSEQ working practices relating to your work activities? *If YES, please attach a copy of an index.* |  |  |  |
| **5.2** How do you manage changes and assess associated risks e.g. personnel, equipment, processes, and documentation? |  |  |  |
| **5.3** Is an emergency response plan that includes identified potential incidents/accidents/spills in place? |  |  |  |
| **5.4** Does the emergency response plan clearly identify authorities to be notified in the event of an incident/accident/spill? |  |  |  |
| **5.5** Are Emergency training and drills that cover incidents/accidents/spills conducted and documented? |  |  |  |

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| **Section 6: Performance Monitoring** | **Responses** |
| **Questions** | **Yes** | **No** | **Supporting information** |
| **6.1** How is health performance monitored and recorded? |  |  |  |
| **6.2** How is environmental performance monitored and recorded?  |  |  |  |
| **6.3** How is quality performance monitored and recorded?  |  |  |  |
| **6.4** How is security performance monitored and recorded?  |  |  |  |
| **6.5** How is safety performance monitored and recorded?  |  |  |  |
| **6.6** How is social responsibility performance monitored and recorded?  |  |  |  |
| **6.7** How often is HSEQ performance reviewed? By whom?  |  |  |  |
| **6.8** How is logistics performance monitored and reported? |  |  |  |

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| **Section 7: HSEQ Auditing, Review and Reporting** | **Responses** |
| **Questions** | **Yes** | **No** | **Supporting information** |
| **7.1** Is a system for reporting incidents, accidents, near hits/misses and spills in place? |  |  |  |
| **7.2** How and what near miss incidents are reported? |  |  |  |
| **7.3** Do you have a system in place which detects problems and promptly affects corrective action? |  |  |  |
| **7.4** Do you have a written procedure for HSEQ auditing and management review? If yes, please attach a copy. |  |  |  |

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| **Section 8: Social Responsibility and human rights** | **Responses** |
| **Questions** | **Yes** | **No** | **Supporting information** |
| **8.1** Does your organization have procedures in place to comply with internationally recognized labour standards covering any of the following areas: |  |  |  |
| Minimum wages? |  |  |  |
| Working hours and vacation? |  |  |  |
| Disciplinary practices and employment practices? |  |  |  |
| Working Conditions? |  |  |  |
| Terms of employment for migrant workers, including Human trafficking? |  |  |  |
| **8.2** Do you employ child labor (younger than 15 years old)? |  |  |  |
| **8.3** Do you have a written policy/procedure stating that you will not employ children below the legal age of employment?  |  |  |  |

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| **Section 9: HSEQ Management - Additional Features** | **Responses** |
| **Questions** | **Yes** | **No** | **Supporting information** |
| **9.1** Does your Organization (globally, regionally or locally) have any HSEQ features or arrangements not described elsewhere in your response to the questionnaire? |  |  |  |