

**Scope of Work
for**

Hiring of Third Party Agency (TPA) for carrying out External Safety Audit of GEL Natural Gas pipelines & allied facilities at different GAS of Gujarat Energy Limited authorized by PNGRB located at 6 states of Gujarat, Maharashtra, Rajasthan, Haryana, Punjab, Madhya Pradesh and 1 Union territory of Dadra & Nagar Haveli.

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1. SCOPE

Appointment of Third-Party Agency (TPA) to carry out External Safety Audit of Natural Gas pipelines & allied facilities at different GAs of Gujarat Energy Limited authorized by PNGRB.

2. LOCATION OF WORK

The proposed audits as per the requirements under this scope of work to be carried out for Natural Gas pipelines & allied facilities at different Geographical Areas authorized to Gujarat Energy Limited by PNGRB located at 6 states of Gujarat, Maharashtra, Rajasthan, Haryana, Punjab, Madhya Pradesh and 1 Union territory of Dadra & Nagar Haveli.

3. ABBREVIATION

CV	:	Curriculum Vitae
ERDMP	:	Emergency Response and Disaster Management Plan
GA	:	Geographical Area
GEL	:	Gujarat Energy Limited
IMS	:	Integrity Management System
NGPL	:	Natural Gas Pipeline
O&G	:	Oil & Gas
PNG	:	Piped Natural Gas
PNGRB	:	Petroleum and Natural Gas Regulatory Board
PESO	:	Petroleum & Explosives Safety Organization
MSIHC	:	The Manufacture, Storage and Import of Hazardous Chemical Rules
QHSE	:	Quality, Health, Safety & Environment
T4S	:	Technical Standards and Specifications including Safety Standards
TPA	:	Third Party Agency

4. REFERENCE

The scope of work shall include but not limited to following codes, Acts, standards, regulations etc.

- The Manufacture, Storage and Import of Hazardous Chemical (Latest Amendment) Rules (MSIHC)
- PNGRB Regulations & Guidelines
- Petroleum and Natural Gas Regulatory Board (Technical Standards and Specifications including Safety Standards for City or Local Gas Distribution Networks) Regulation, 2008 (as amended) & "Petroleum and Natural Gas Regulatory Board (Technical Standards and Specifications including Safety Standards for dispensing of automotive fuels) Regulations, 2018 (as amended) i.e. PNGRB T4S RO 2018
- "Petroleum and Natural Gas Regulatory Board (Third Party Conformity Assessment) Regulations, 2015 (as amended)

- Petroleum and Natural Gas Regulatory Board (Codes of Practices for Emergency Response and Disaster Management Plan) (as amended)
- Petroleum and Natural Gas Regulatory Board (Integrity Management System for City or Local Natural Gas Distribution Networks) Regulations, 2013 (as amended)
- Petroleum & Explosives Safety Organization (PESO)

5. SCOPE OF WORK – Service Provider (TPA)

TPA scope of work shall include but not limited to the following;

- 5.1 To carry out External Safety Audit of Natural Gas pipelines & allied facilities at different GAs of Gujarat Energy Limited as per applicable codes, Acts, standards, regulations etc..
- 5.2 TPA shall carry out planning in terms of Methodology, team members, time schedule as per requirement.
- 5.3 Audit team shall comprise of Specialist with requisite qualification for performing Safety Audit and to examine facilities, review documents and hold discussions in order to verify the applicable National and International Standard.
- 5.4 Safety Audit methodology shall also to consider GEL's HSE Management System and conformance to following Key elements of HSE management System in addition to legal and operational process but not limited to;
 - ??Leadership and commitment
 - ??Management Policy
 - ??Employee Participation
 - ??Facility design, construction and start up activities
 - ??Process Safety measures and its implementation
 - ??Risk Analysis
 - ??Third Party Services and contractors
 - ??Personnel Safety
 - ??Reliability of critical systems and devices
 - ??Work permit system
 - ??Operation and Maintenance
 - ??Management of Change
 - ??Safety Training
 - ??Incident reporting, investigation and analysis
 - ??Occupational health and industrial hygiene
 - ??Usage of PPE
 - ??Environment Management
 - ??Emergency preparedness planning and response
- 5.5 The CVs of the auditors who have been proposed by the TPA shall be submitted to GEL for consent before deployment. Deployment of auditors and their schedule shall hence be subject to agreement with GEL.

- 5.6 TPA shall complete the audit as per schedule provided by GEL and shall submit audit report covering all mutually agreed audit findings with sign-off by auditors & GEL authorized person at the end of each audit.
- 5.7 List of documents to be submitted shall include:
- Draft Report shall be submitted after audit for review of GEL
 - Final audit report within 5 working days from finalization of draft report
 - Soft editable copies of the all above mentioned reports
- 5.8 TPA shall keep all the findings, information, documents and other relevant details strictly private and confidential and shall not disclose the same to any third party without prior written consent from relevant authority of GEL.
- 5.9 TPA shall verify every relevant data during meetings with GEL officials and during site visit, as no request for additional data shall be entertained after completion of the audit process.
- 5.10 For all Auditors deployed, TPA shall arrange all the conveyance, travel, stay, materials, equipment's, appliances or other things of whatsoever in nature to be required in or about the execution of the services, whether of temporary or permanent in nature at no additional cost to GEL.
- 5.11 TPA shall strictly focus on checking the requirements of applicable codes, Acts, standards, regulations as mentioned in this scope of work as applicable
- 5.12 All travel and conveyance from TPA offices / work sites / home, to GEL offices shall be in the scope of TPA.
- 5.13 The TPA shall arrange for safety shoes and all necessary Personnel Protective Equipment - PPE for their audit team member(s).
- 5.14 Bills/Invoices shall be submitted with all necessary supporting documents including but not limited to; External Safety audit reports.

6. OTHER TERMS & CONDITIONS

- 6.1 TPA shall not allot sub-contract to any other TPA for any or part of the above job.
- 6.2 This CONTRACT is non-transferable and non-assignable. The TPA shall not transfer or assign the whole or any part of the CONTRACT in any manner.
- 6.3 The TPA shall be solely and exclusively responsible for employing persons in execution of this CONTRACT. GEL shall have no liability whatsoever concerning the TPA's employees in any respect.
- 6.4 All persons engaged by the TPA shall claim no privileges from GEL. The TPA will directly be responsible for the administration of audit team as regard general discipline and courteous behaviors.

7. GEL SCOPE OF WORK

- 7.1 GEL intends to provide the audit schedule in advance, preferably at least 7 days prior, subject to operational feasibility.

- 7.2 GEL shall provide access for reviewing documents / records and other details at GEL Office premises and/or at installation/sites during the audit process in line with requirements of applicable codes, Acts, standards, regulations as mentioned in this scope of work
- 7.3 GEL shall provide vehicle assistance from GA offices at respective GA (Geographical Area) to commute during audit whenever required as per agreed schedule.

8. VALIDITY

The CONTRACT/AGREEMENT will be valid till 24 months from the date of issue of contract.

TPA shall abide by all the terms and conditions of CONTRACT. In case, breach of any of the terms and conditions, GEL shall have right to terminate the CONTRACT as per provision mentioned in this CONTRACT and TPA shall have no claim for compensation of any loss that he may incur on this account.

9. PENALTIES

Warning may be issued over email to the TPIA for minor deficiencies on its part. In the case of significant deficiencies in Services causing adverse effect on the Project or on the reputation of GEL, other penal action as mentioned below including debarring for a specified period may also be initiated by GEL.

Sl.	Parameter	Service Level Agreement	Penalty
	HSE Compliance:		
9.1	Non-compliance to GEL HSE requirement	100 % Compliance to GEL HSE requirement	Will lead to termination of services or agreement subject to discretion of GEL
	Activity schedule Compliance:		
9.2	Completion of audit as per agreed schedule	Full compliance to activity schedule as agreed between GEL & TPA	5% of total contract value

10. QHSE REQUIREMENT

QHSE GUIDELINE (AS APPLICABLE)

1 Contractor/Service provider...

- a) shall ensure that all staff/work force comply with the requirements of the GEL HSE Management System, QHSE policy, standard, procedures, guideline, plan & Life Savers rules at offices / work sites
- b) shall ensure issuance of Identity Card to their team members
- c) shall arrange work related Personal Protective Equipment (PPEs) for their staff/work force and ensure proper use during the execution of job
- d) shall carry out the work within the duty hours/office hours.
- e) shall ensure that all Hazards, Near miss, accident, incident, injuries are reported promptly to GEL.
- f) shall deploy staff & work force trained, qualified and competent for the work and well aware of risks and mitigation action/s for the activities undertaken
- g) shall initiate immediate actions to hospitalize injured person(s) in case of any incident / injury case
- h) shall ensure use of seatbelts while driving four-wheeler / travelling in four-wheeler and use of crash helmet for Two wheeler riders during job execution
- i) staff/work force shall not smoke or resort to misuse of drugs, medicines or alcohol while on duty

2 Any breach of the QHSE requirements shall be deemed by the company to be a material breach of the terms & condition of the contract. GEL shall be entitled to take appropriate actions including instructing the contractor / service provider to (a) remedy the breach; (b) suspend the work or (c) terminate the contract.

3 All activities shall be carried out as per GEL's documented procedures and QHSE requirements, deviation from it shall be dealt with very strictly