

CONTRACTOR SAFETY MANAGEMENT

18 - 22 May 2015 / Jakarta, Indonesia

An effective relationship between clients and contractors at all stages of the procurement / supply chain is essential for competently managing health and safety in a hydrocarbon (or any) facility.

This five day course provides the practical processes for developing and managing a contractor safety management system covering all stages of the contracting cycle based around recognised management systems, such as API Recommended Practice 2220 'Improving Owner and Contractor Safety Performance' and OGP guidance 'Managing in a Contracting Environment'.

The course includes advanced selection and interviewing skills, which are taught and then used in a simulated but realistic extensive contractor selection case study exercise on the final day of the class.



WHO SHOULD ATTEND?

Project Managers, Facilities Managers, Procurement and Supply Chain Managers, HSE Managers, HSE Auditors, Engineers, and Supervisors who require an understanding of how to manage contractors.



INSTRUCTOR : **CHRISTOPHER (CHRIS) DOUGHERTY,**

Chris Dougherty left the Royal Navy to become a civilian instructional

officer in mechanical and electrical theory following over twenty years as an engineer with responsibility for fuel and logistics, diving, breathing apparatus and fire fighting. Developing a safety career since 1998, Chris is a specialist occupational safety and health course leader, with considerable experience in the petrochemical, marine and food industries. He holds a Level 6 Diploma in Occupational Safety and Health. His training specialisms include construction and demolition safety, permit to work, confined space entry (Sabre Contour 2000 and Drager Plus), risk assessment development and failure recovery procedures. His recent clients include Conoco Phillips in the North Sea, where he was the leader for a two-year program of developing the health and safety competencies of team leaders, operators and contractors. He has worked with energy and petroleum clients in Europe, the USA, Africa, and the Middle and Far East.

YOU WILL LEARN HOW TO

- Implement a contracting supply chain strategy based on an understanding of the risks and benefits of outsourcing low risk, high risk and specialist activities
- Develop a contracting strategy based on a pre-qualification program
- Prepare a program to initiate the use of competent contractors based on bid documents covering HSE and other relevant standards
- Communicate effectively with contractors, including reporting requirements for incidents and accidents and emergency procedures
- Identify the barriers that could prevent successful implementation of a contractor safety program, and how to overcome them
- Develop a programme of supply chain performance monitoring
- Perform an effective interview, including describing the benefits and disadvantages of various questioning techniques
- Provide feedback (the '3 As') likely to initiate continual improvements in contractor performance
- Use sector management systems such as OGP, API standard 2220, and HSG65 as methodologies for initiating and driving continual improvements in contractor performance

COURSE CONTENT

The course covers the following modules:

1. **Supply chain strategy**
2. **Management systems - HSG65, API 2220, and OGP guidance**
3. **Pre-qualification, Approved Contractor status**
4. **Bidding, evaluation criteria, appointment and setting to work**
5. **Communication**
6. **Supply chain performance monitoring, interviewing, auditing**

The taught modules are supported throughout by a detailed case study which has been developed to allow participants to demonstrate in a realistic setting the application of the skills they have learned.

FEE	1 PAX	3 PAX OR MORE
Per Person	USD 3895.00	USD 3595.00

**Early bird discount - Pay Online with Credit Card by 28th February
to SAVE USD 400.00 per person**



FOR ENQUIRIES

GAMAR CARLESATER
EMAIL: gamar@cmtsp.com.sg
TEL: +65 9186 7757 | FAX: +6563455928
www.cmtevents.com

I would like to register as a

- Delegate Sponsor

Name _____

Position _____

Company _____

Email _____

Address _____

Tel _____ Fax _____

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COURSE AGENDA

DAY 1

Introduction to course, tutor and delegate introductions. Setting the scene for the case study, review pre-read information.

Site visit (Petros depot)

Break

Tutorial 1

- Supply Chain Management Systems; Principles of supply chains. Case study - BP Texas City. HO1 API 2220 with x3 Appx E
- Supply chain exercises #1 and #2. HO2 PB Register of Pre-Qualified Contractors

Lunch

Tutorial 2

- Management Systems - ISO 9001, ISO 14001, OHSAS 18001, HSG65, OGP, ILO OSH-2001

Exercise

- Scope depot project, and identify essential features of HSE-MS

Break

Tutorial 3

- Legal and other requirements

Case study

- Reinstalling pipe elbow at Valero hydrocracker reactor, contractor fatalities

End of day review, questions and class feedback

DAY 2

Review of Day 1. Aims and Objectives for Day 2

Tutorial 4

- Supply Chain Implementation - Project barriers (Client/Owner, Designer, Principal Contractor, Contractor) - session includes break at mid point
- Prepare for interview with PB Managing Director
- Interview with MD HO3 HSE policy, HO4 AH memo. Write up notes / reflection

Lunch

Tutorial 5

- Develop a Bidding Strategy

Exercise

- Develop retender criteria for fleet contracts. HO5 New supplier assessment procedures / forms

Break

Tutorial 6

- Contractor Pre-Job Verification. Orientation / Induction

Exercise

- Develop site induction programme

End of day review, questions and class feedback

DAY 3

Review of Day 2. Aims and Objectives for Day 3

Tutorial 7

- Risk Assessment and Control

Break

Tutorial 8

- Risk Tools (Safe Systems of Work, JSA, PTW, Method Statements)

Exercises

- JSA (roofwork), HO6 JSA form; Method statement (restrake jetty)

Lunch

Tutorial 9

- Incident reporting, Investigation and Analysis

Break

- Prepare for incident investigation
- Investigate incident to Del Hewitt, Contractor, Tonka's Tanks

End of day review, questions and class feedback



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COURSE AGENDA

DAY 4

Review of Day 3. Aims and Objectives for Day 4

Tutorial 10

- Active Monitoring of Work In Progress in a Contracting Environment. Qualification for Future Work

Break

Exercise

- Develop contractor inspection and monitoring programme. HO7 contractor surveillance documentation

Tutorial 11

- Communication Skills

Lunch (with class photograph)

- Communication exercises - barriers to communication, video case study, interview skills

Break

- Prepare for interview with Logistics / Transport Manager (re fleet contracts)
- Interview with Logistics Manager. HO8 - ECT tender
- Analyse tender #1

End of day review, questions and class feedback

DAY 5

Review of Day 4. Aims and Objectives for Day 5

- Briefing on additional tendering contractors (HO9 - CRS tender, HO10 - GT tender)
- Teams desktop evaluations of submitted tenders (API 2220, Appx E)

Break

- Interview with contractor #1
- Review and discussions
- Interview with contractor #2
- Review and discussions

Lunch

- Interview with contractor #3
- Review and discussions
- Teams discuss contracting strategy for PB, and decide upon their appointment (subject to contract)
- Presentations to MD and Logistics Manager (3 x 20 minutes)

End of class summary and feedback. Presentation of certificates to successful candidates

NOTES

- *The Contractor Safety Management class is based upon a leading contractor safety performance process. Eleven tutorial sessions develop candidates' understanding of the process, which is then applied in our fictitious but highly-realistic case study 'Petros Barola' - a downstream integrated hydrocarbons distribution company based on the island of Barola. Delegates work in small groups to gather, analyse and make decisions on typical contracted projects. The final exercise on day 5 allows them to apply all the learning from the week to select their preferred team of contractors for the assigned project.*
- *Sessions of this class comprise up to four work teams, with four to six delegates in each (i.e. up to 24 delegates). Sessions can also be run for smaller groups, or as in-company programs.*



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