

## Circular 1/2019

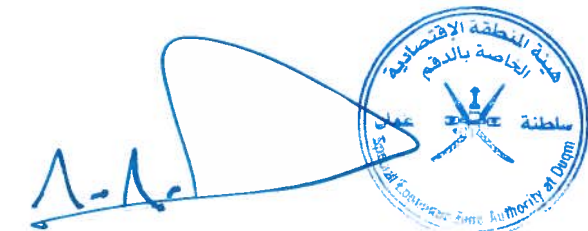
### Supply Chain Statement

SEZAD is committed to conduct its business following best international practice in environment and social standards and to implement its contracting and procurement activities with due attain to economy and efficiency.

SEZAD has therefor pursuant to royal decree 119/2011 adopted this supply chain policy. The policy will henceforth become a requirement for all contractors and suppliers bidding for contracts from SEZAD and from other sources. The policy is aimed at:

- Specify SEZAD code of conduct for suppliers and contractors including business ethics and human and labour rights of workers
- Roles on Occupational Health, Safety and Environment (HSE)and,
- Environmental Management.

Your sincerely



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Acting CEO

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# **Sultanate of Oman**

## **Special Economic Zone Authority Duqm SEZAD**

### **Supply Chain Policy in Accordance with IFC Performance Standard 2**

## CONTENTS

<b>1</b>	<b>INTRODUCTION.....</b>	<b>4</b>
1.1	Scope of the Policy's Application:.....	4
1.2	Application and Objective of Policy.....	4
1.3	Legal and Policy Context.....	4
1.4	Definitions .....	7
1.5	SEZAD Code Of Conduct for Suppliers.....	7
1.5.1	<i>Business Ethics</i> .....	7
1.5.2	<i>Human and Labor Rights</i> .....	9
1.6	Occupational Health, Safety and Environment (HSE):.....	11
1.7	Environmental Management.....	12
1.8	Commitment and Assessment.....	13
1.9	Non-Compliance .....	14
1.10	Responsibilities: .....	15



## ACRONYMS

GRM	Grievance Redressal Mechanism
HR	Human Resource
HSE	Health, Safety and Environment
IFC	International Finance Corporation
ILO	International Labor Organisation
KPI	Key Performance Indicator
MD	Ministerial Decision
OHS	Occupational Health and Safety
PS	Performance Standards
RD	Royal Decree
SEZAD	Special Economic Zone Authority at Duqm
SEZD	Special Economic Zone in Duqm
TATWEER RFP	Oman Company for the Developing of Special Economic Zone at Al-Duqm S.A.O.C Request for Proposal

## 1 INTRODUCTION

The Special Economic Zone Authority at Duqm (**SEZAD**) was established by Royal Decree No. 119/2011 to manage, operate and regulate the Special Economic Zone at Duqm (SEZD).

SEZAD enjoys juristic personality and is both financially and administratively autonomous. SEZAD is exempted from a number of national-administrative laws, including the government tender laws. It is empowered to have its own tender regulations.

In addition, the Royal Decree 79/2013 Authorised SEZAD to take over the responsibility of some of the government bodies to facilitate investments in SEZ at Duqm.

### 1.1 SCOPE OF THE POLICY'S APPLICATION:

This Policy applies to all employees and purchase of products and services that are carried out by SEZAD and its development-arm company; Oman Company for the Developing of Special Economic Zone at Al-Duqm "TATWEER (S.AO.C)" and all of its suppliers and contractors and sub-contractors. As will, this policy should be a part of the RFP document for all SEZAD, and Tatweer new tenders.

### 1.2 APPLICATION AND OBJECTIVE OF POLICY

The Supply Policy applies to staff, temporary workers and both contracted and supply-chain workers (main and sub-contractors' workers and consultants' staff).

The main objective of the Supply Chain Policy is to -

1. Establish and disclose to staff, suppliers and sub-contractors, SEZAD's commitments to guiding principles in employment, temporary hiring, procurement, contracting and sub-contracting;
2. Promote between employees, suppliers, contractors and sub-contractor's awareness and observance of the basic standards related to human and labor rights, health and safety of workers, respect for environment and ethical conduct.

### 1.3 LEGAL AND POLICY CONTEXT

The Policy has been prepared in line with International Finance Corporation (**IFC**) Performance Standard (**PS2**) and relevant Omani laws and regulation. IFC PS2 is in part guided by a number of International Labor Organisation (**ILO**) conventions. ILO has identified eight conventions as or core,

conventions are presented in Table 1, four of which are ratified by Oman. SEZAD will comply with the requirements of these conventions in the management of the Zone and its own contracting process.

IFC PS2 also requires compliance with the relevant national laws and regulations that are applicable with regard to labor and working conditions, and the protection of health, safety and environment. A summary of these international and national laws are included in the Table below.

**Table 1: Legal Requirements as per IFC PS2, ILO and Oman/SEZAD Laws & Regulations**

IFC PS2 Requirement	
PS2 Provisions	Summary of Requirement
<b>Working Conditions and Management of Working Relationship</b>	
Human Resources (HR) Policy	Adoption of a HR policy that is consistent with PS2. Under the policy, employees' rights to be included and made available at start of employment.
Working Relationship	Working conditions and terms of employment to be clearly documented and communicated to employees and contracted workers.
Working Conditions and Terms of Employment	If party to a collective bargaining agreement, the terms of the agreement to be respected. Where not, working conditions and terms of employment to at least comply with national law. In addition, to comply with the ILO conventions on the abolition of child labor, elimination of forced labor, elimination of discrimination and freedom of association and collective bargaining.
Worker's Organizations	Where national law recognizes worker's rights to associate and bargain collectively, to comply with the national law and engage with worker's organizations and provide them with information needed for meaningful negotiation in a timely manner. Where the law is restrictive, alternative means of expression, including a mechanism for grievances to be enabled.
Non-Discrimination and Equal Opportunity	The employment relationship to be based on the principle of equal opportunity and fair treatment, and not discriminate with respect to hiring, compensation, working conditions and terms of employment, access to training, promotion, termination of employment or retirement and discipline.
Retrenchment	Develop a plan to mitigate the adverse impacts of retrenchment in line with national law and good industry practice and based on the principles of non-discrimination and consultation.
Grievance Mechanism	Provide a grievance mechanism for workers, inform the workers about the mechanism at the time of hire and make it easily accessible to them. The mechanism should be transparent and well



	understood, and should address concerns promptly at an appropriate level of management.
<b>Occupational Health and Safety (OHS)</b>	
Health and Safety	Provide the workers with a safe and healthy work environment, taking into account inherent risks and hazards. Steps to be taken to prevent accidents, injury and disease arising from, associated with or occurring in the course of work by minimizing the causes of hazards as far as practicable. Also to maintain an OHS management system in line with good international practice.
<b>Non-Employee Workers and Supply Chain</b>	
Non-Employee Workers	Use commercially reasonable efforts to apply the requirements of PS2 to non-employee workers directly contracted.
Supply Chain	Address child labor and forced labor in its supply chain consistent with the provision under Child Labor and Forced Labor.
<b>ILO Fundamental Convention Ratified by Oman</b>	
Convention Name	Key Provisions
C029 - Forced Labour (Ratification by Oman: 1998)	<ul style="list-style-type: none"> <li>Forced or compulsory labor not permitted</li> <li>Existing practices to be suppressed in the shortest possible time</li> <li>Regulated by governments that are signatories to the convention</li> </ul>
C105 - Abolition of Forced Labour (Ratification by Oman: 2005)	<ul style="list-style-type: none"> <li>Forced labor not to be used for political ends, for economic gain, as a form of discipline or punishment, or in the context of discrimination</li> <li>Regulated by governments that are signatories to the convention</li> </ul>
C138 - Minimum Age (Ratification by Oman: 2005)	<ul style="list-style-type: none"> <li>Child labor to be progressively abolished where it is still practiced</li> <li>Signatories to determine a locally appropriate minimum age, not less than 15 years or 14 in specific circumstances</li> <li>Regulated by governments that are signatories to the convention</li> </ul>
C182 - Worst Forms of Child Labour (Ratification by Oman: 2001)	<ul style="list-style-type: none"> <li>Elimination of child exploitation through slavery, prostitution, pornography, illicit services or work which is harmful to health, morals or safety</li> <li>Regulated by governments that are signatories to the convention</li> </ul>
<b>Relevant Oman Laws and Regulation</b>	
Decree	Relevance
RD 35/2003	Labor Law
RD 36/2008	Tender Law
RD 112/2011	Law for Safeguarding State Property
RD 114/2001	Law on Conservation of the Environment and Prevention of Pollution
RD 119/2011	Royal Decree Establishing the Special Economic Zone Authority at Duqm
MD 286/2008	Regulation on Occupational Safety & Health Measures





## 1.4 DEFINITIONS

Suppliers in the supply chain are:

1. Contractors - supplier of machinery, equipment, construction materials and labour for the execution of works at site (civil engineering, structural, building, marine, dredging and/or reclamation works). This would include sub-contractors engaged in specialized areas of works; such as interior works; carpentry, electro-mechanical, etc.
2. Consultants – supplier of services for the design (architectural and/or structural) and subsequent construction supervision.
3. Project Managers – supplier of services for the project management of the projects/contracts.

## 1.5 SEZAD CODE OF CONDUCT FOR SUPPLIERS

When contracting with SEZAD, each Supplier (whether providing goods or performing work or services) agrees to these principles and accordingly shall include them in its own Code of Conduct. SEZAD also expect suppliers not only to comply with the Code of Conduct in their own organization but also to ensure that their suppliers in turn adhere to the standards and principles summarized in the Code of Conduct.

The principles of this Policy will be reinforced in SEZAD's contractual agreements/clauses with all third-party suppliers and all suppliers shall be bound to comply with the Policy.

### 1.5.1 Business Ethics

The purpose of this principle is to promote mutual trust and respect and an environment where business can be conducted with integrity and in a fair and reasonable manner. SEZAD and its development-arm company "Tatweer" will adhere to the following basic principles when dealing with suppliers.





#### **1.5.1.1 Transparency**

If and when requested, the supplier shall provide information concerning the principles provided in SEZAD's Supply Chain policy and about their business with SEZAD. The supplier shall also report clearly any deficiencies that may appear in the information they provide.

#### **1.5.1.2 Anti-corruption**

SEZAD shall strive to forge transparent and fair relations with all suppliers and not accept from or provide any suppliers with gifts, services or hospitality intended to influence a business relationship or induce improper conduct.

#### **1.5.1.3 Fairness**

SEZAD shall ensure that all suppliers are dealt with fairly and without unfair discrimination. Unnecessary constraints shall not be imposed on bidders/contractors and commercial confidentiality shall be protected.

#### **1.5.1.4 Access to information**

SEZAD will take reasonable steps to ensure that all suppliers have equal access to information on the project, goods or services it procures.

#### **1.5.1.5 Commitment to Safety, Health and the Environment**

SEZAD is committed to the health and safety of its personnel and supply-chain workers (contractors and sub-contractors and consultants). SEZAD is committed to the preservation of the environment, minimise pollution or to maximise efficient use of natural resources. All suppliers are required to strictly abide by relevant Omani HSE regulation and SEZAD HSE policy.

#### **1.5.1.6 Confidentiality**

Intellectual property rights are to be respected; transfer of technology and know-how is to be done in a manner that protects intellectual property rights; and supplier information is to be safeguarded.

SEZAD staff with access to sensitive information of suppliers and subcontractors, shall ensure confidentiality and non-disclosure or misuse of the same.



## 1.5.2 Human and Labor Rights

### 1.5.2.1 SEZAD HR Policy and Management of Staff/Worker-Relationship.

1. SEZAD (including its development arm company TATWEER) is to adopt human resources (HR) recruitment policies and procedures comprised of:
  - a. Employment Contracts' terms are to be clear and understandable; regarding the rights under the Sultanate of Oman 's labour regulations. Such terms would typically be of the hours of work (also taking into account weather conditions during the summer), salaries/wages, overtime compensation, benefits at the time and duration of the employment period including end of service benefits, disciplinary action(s) and termination (or retrenchment) of work/services.
  - b. Grievance Mechanism that is clear and accessible for staff/worker to raise workplace concerns. An appropriate level Management's involvement with the ability to promptly address concerns is required. There shall be transparency with timely feedback process and there shall also be no form of retribution.
  - c. Allow raising anonymous complaints.
  - d. These anonymous complaints are to be addressed fairly and likely with transparency and judiciously.
  - e. All third parties Employers (of both Main and Sub-Contractors) that have direct, contracted and supply-chain workers are required similarly to have such human resource recruitment policies and procedures.
  - f. Where third party employers have a Project Implementation and Execution Plan [Contractor's Management Plan]; it must be fully aligned with SEZAD and/or TATWEER's policies; in so far as human resource, health and site safety management.
2. SEZAD's HR policies and procedures are to be formally issued and communicated to all staff members and contracted employees.
3. SEZAD is committed to updating regulations/policies in force, from time to time, in line with relevant Royal Decrees, taking into account all circumstances in the SEZ at Duqm.

### 1.5.2.2 Employment Contract

SEZAD expects all suppliers to document and communicate to all their employees the working conditions and terms of employment, including their entitlement to wages and benefits, if any.

According to Omani Labor Law, the employer is required to have a written contract with the employees for employment showing the general and special conditions of work, the daily or weekly working time, the basic wage and any wage supplements, the time intervals for remuneration, the



duration (if it is a fixed term contract) and conditions concerning the termination of the contract. In cases a party to the contract is unable to read or write or if he/she does not know the language in which the contract is written, the contract must be authenticated by the legally concerned authority. SEZAD expects suppliers will have a written contract with all employees complying with the requirements of the Oman Labor Law.

#### **1.5.2.3 Working Hours**

Regarding working hours and conditions, SEZAD requires all suppliers to comply with the Oman laws and regulations. According to Hours of Work Related to Labor Law, the maximum working duration is 48 hours a week (which shall not include the periods specified for taking food and rest), and the daily working duration cannot exceed 9 hours a day. Pursuant to article 70 of the subject regulation, the employer must give extra payment equivalent to the ordinary salary to which the employee is entitled for the overtime work, plus at least 25%, or grant him a permission of absence from work in lieu of the extra hours.

SEZAD expects all the suppliers to communicate to all employees and workers the working durations including the conditions and wages related to excess work as appropriate.

#### **1.5.2.4 Child Labor**

Labor Law sets provisions related to child labor. According to the Oman Labor Law, it is forbidden to employ juveniles below the age of fifteen (15). Children and young employees under the age of eighteen must not be employed on industrial work during the night. Juveniles who have not reached the age of 18 years, shall not be required to work from 18:00 hours to 6:00 hours and not more than 6 hours per day.

SEZAD expects all the suppliers to abide by the ILO requirement to which Oman is a signatory as well as to Oman Labor Law prohibiting child labor.

#### **1.5.2.5 Forced Labor**

SEZAD also requires the supplier to affirm that it does not allow forced, bonded or involuntary labour. Forced labor shall not to be used for political ends, for economic gain, as a form of discipline or punishment, or in the context of discrimination as per ILO requirement and all suppliers shall abide by this. Suppliers shall ensure that all labor is voluntary and that employees are free to leave their jobs.



#### **1.5.2.6 Grievance Mechanism**

Oman Labor Law requires organisations having more than 50 employees to have a Grievance Redressal Mechanism (GRM) in place. Measures that ensure the confidentiality, anonymity and protection of supplier and employee whistleblowers are to be maintained, unless prohibited by law. Suppliers should have a communicated process for their personnel to be able to raise any concerns without fear of retaliation.

SEZAD has developed a GRM for all employees and suppliers wherein any grievance can be registered and the suppliers are informed about the grievance mechanism at the time of contract or can be accessed from <https://www.duqm.gov.om/sezad/csr/grievance-redress-mechanism-sgrm>. The grievances can be raised anonymously, by phone, official letter, email or through website (<http://duqm.gov.om/sezad/csr/grievance-form>) and will be reviewed in 7 days time followed by initiation of corrective action.

The suppliers are required to have a GRM in place and in line with SEZAD GRM and/or as required by law.

#### **1.5.2.7 Non-discrimination and diversity**

The suppliers are required to prohibit and refrain to engage in or support discrimination in hiring, compensation, training opportunities, promotion, termination of employment, or retirement based on race, caste, national origin, religion, disability, gender, union membership, or other comparable reasons.

#### **1.5.2.8 Foreign Workers and Supply Chains**

Foreign workers must be provided with an employment contract and rules of employment in languages which employees can understand. Employers and temporary staffing agencies (including business cooperatives and nonprofit organizations) must not confiscate and prevent the use by workers of government-issued identity cards, passports, and work permits (unless holding work permits is required by law) as well as migrant applications. Furthermore, employers and temporary staffing agencies must not charge fees to workers.

### **1.6 OCCUPATIONAL HEALTH, SAFETY AND ENVIRONMENT (HSE):**

1. SEZAD's HSE Policy shall have clear definitions, procedures and processes; and these shall be of a minimum standard with regards to:
  - a. Safe and healthy working environment, including the handling in any hazardous site situations/conditions.

- b. Workers' accommodation.
  - c. Trainings in such HSE aspects.
  - d. Road safety.
  - e. Incident/accidents' reporting with root cause(s) and analysis.
  - f. Emergency prevention, preparedness and response arrangements.
2. SEZAD HSE Policy is to be communicated to all concerned parties
  3. "TATWEER" HSE shall be in full alignment with SEZAD's.

SEZAD shall ensure all suppliers abide by SEZAD's HSE requirement by ensuring the following -

- a. The supplier is required to provide a safe, healthy, and well-managed working environment and prevent incidents and injuries in line with SEZAD HSE Policy.
- b. SEZAD/Tatweer encourages the application of third party certified management system, such as the Occupational Health and Safety management system.
- c. The supplier shall have a process to recognize work-related risks and hazards and create an action plan for risk management/emergency response plan as per the law. The supplier shall also have basic standards for appropriate lighting and ventilation; machinery safeguarding; reporting and investigation of occupational injuries and illness; reasonable and appropriate access to potable water and sanitation facilities
- d. The suppliers shall provide clean and safe accommodation that meet the requirement of Omani/SEZAD regulations

## **1.7 ENVIRONMENTAL MANAGEMENT**

SEZAD expects all the suppliers to act in accordance with the applicable Omani/SEZAD and international standards regarding environmental protection in order to minimize adverse environmental impacts and make continual improvements in environmental protection.

- a. The supplier shall follow and comply with local environmental legislation and standards, as well as anticipate changes in them.
- b. The supplier shall have a process to recognize the environmental impacts related to its operation and create an action plan for managing risks and reducing adverse environmental impacts.
- c. The supplier shall ensure that all waste is appropriately managed as per relevant Omani regulation, to be minimized, reused, recycled and/or disposed to minimize the environmental impacts and risks. Toxic waste shall be disposed in liaison with be'ah, the company responsible for landfill in Duqm.



- d. Substances hazardous to the environment or human health including chemicals shall be identified, and it shall be ensured that their use, storage, and disposal are performed in a safe and controlled way and as per required Omani environmental regulations.

### 1.7.1 The Biodiversity Strategy Approach

In order to protect, preserve, and develop biodiversity, SEZAD will align itself with the Oman and International Laws and Regulations on Biodiversity. SEZAD will work to understand the adverse impacts on biodiversity and reduce them through:

- Conserving Biodiversity, habitats, and wild species of flora and fauna, and rehabilitate degraded ecosystems through SEZAD Strategy Plan
- Progressively and consistently increasing the use of more sustainable alternatives -certified, where possible.
- Avoiding sourcing materials that pose a risk to endangered species, animal well-being and forests.
- Participating in projects to improve biodiversity in the Zone.
- Ensuring that the ecological resources of the Zone and their biodiversity is respected.
- SEZAD is already committed to not leasing land in, or adjacent to, protected areas and areas of high biodiversity value outside protected areas.

SEZAD would also require all suppliers to act in accordance with SEZAD's requirement in order to minimize adverse impacts on biodiversity.

- a. Working with its supply chain partners to implement best practices including training and guidance.
- b. Ensuring all supplier follow applicable environmental laws and regulations with regard to protection and management of biodiversity in the SEZD area and conduct its business with respect and care for both the local and global environment.
- c. Ensuring Supplier promote safe work practices and avoid risk to biodiversity and environment. Supplier will utilize energy and natural resources efficiently and manage waste, emissions and discharges responsibly and as per relevant regulations.

## 1.8 COMMITMENT AND ASSESSMENT

To ensure suppliers compliance with SEZAD requirements and code of conduct, the supplier would have to take a self-assessment and/or compliance assessment conducted by a third party organisation. This assessment shall be taken upon request. Further SEZAD shall also assess suppliers through audits and/or inspections by SEZAD representatives. The Key Performance Indicators against which each supplier shall be evaluated is as provided below –





KPI	Objective	Remark	Indicator
Project schedule	Is the project on schedule and as per contractual requirement	Y/N	Planned Schedule vs Actual Schedule of Supplier
Estimate to project completion	Long /mid/ short term	Y/N	
Current resource allocation	Check compliance with agreed contract	Y/N	Staff number
Labor costs spent per month	Covering labor salaries and benefits monthly	Y/N	Salary statement
Deviation of Planned Budget	Understanding how, where and why project budget deviated	Y/N	Using the cash provided in another project, or not paying to SME's, subcontractors on time
Deviation of Planned Hours of Work	Understanding what tasks took more or less time for efficient allocation of consulting and training time.	Y/N	Allocation of resources
Percentage of Milestones Missed	Identifying milestones and achieving goals	Y/N	Identifying when milestones are missed which can help restart a project and mitigate similar challenges in the future
Cost Variance	Keeping accurate records related to cost variance to provide a detailed profile of which teams and processes are most efficient	Y/N	Number of Variation orders been issued (VOs)
Subcontractors paid	On time / delay / pending	Y/N	Invoices
HSE compliance as per HSE inspection	Check compliance with HSE Inspection checklist	Y/N	HSE Checklist
ENV. compliance	Check compliance with Env Inspection checklist	Y/N	Env. Inspection Checklist
Social compliance	Check compliance with social checklist	Y/N	Social Inspection checklist

## 1.9 NON-COMPLIANCE

In the case of deviations from the Code of Conduct, SEZAD and the supplier will agree to implement corrective measures to ensure full compliance within an agreed upon time frame.





The supplier would be required to prepare a report detailing the non-compliance, corrective action required to prevent reoccurrence. In case of major non-compliance, SEZAD reserves the right to suspend all activities by the supplier until corrective actions are implemented, terminate contract and/or black list the supplier from benefiting from future supply opportunities.

In case an economic damage is recognized because of the event of non-compliance, SEZAD reserves the right to impose financial penalties on the supplier.

### **1.10 RESPONSIBILITIES:**

- a. Tender & Contract Department are responsible to implement the policy and ensure the contractors, subcontractors and the supplier are aware to implement it.
- b. Environment Department are responsible to monitor the compliance of suppliers, contractors and sub-contractor to environmental laws and regulations including the conditions as specified in the Environmental Permit through Environmental Inspection Section as in the checklist (Annex 1)
- c. HSE department at both SEZAD and Tatweer are responsible to monitor the compliance of suppliers, contractors and sub-contractor to health and safety regulations & standards manual by HSE forms and checklist (Annex 2)
- d. Partnership & Development department are responsible to monitor the compliance of suppliers, contractors and sub-contractor to Social requirements listed in social inspection checklist (Annex 3)
- e. Work permits, Visas & customs department are responsible to monitor the compliance of suppliers, contractors and sub-contractor to Occupational Health and safety guidelines, Oman labor law, and related applied standards included in the camp inspection checklist (Annex 4)
- f. Suppliers, contractors and sub-contractor are responsible to comply and self-monitor the compliance of their employees to the laws, regulations, and standards mentioned in this document or referred to.



## Annex 1 - ENVIRONMENTAL INSPECTION CHECKLIST

<b>Reference No.: SEZAD/ERD/(File No)/(Inspection No)</b>	
<b>Name of the Company:</b>	<b>Date &amp; Time of Inspection:</b>
<b>Name of the Project:</b>	<b>Name of the SEZAD Inspector:</b>
<b>Name of the HSE/Focal Point of the Company:</b>	<b>Weather Condition during Inspection: (Windy, Sunny, Rainy, Dusty, Cloudy)</b>
<b>Construction/Operation Phase:</b>	<b>Type of Inspection: (Sudden or Periodic)</b>

#	General	Yes	No	N/A	Comments/Remarks
1	Is Environmental Permit available for the project? Whether Environmental Permits valid and displayed at site?				
2	Whether Environmental Record File E.g. Permits, Records, Reports etc. is maintained and documented				
	EIA, EMP Documented				
	Permits				
	Waste and Wastewater Records				
	Internal and External Observation Reports including Close out Reports				
	Environmental Monitoring Reports				
3	Whether close out report for previous observation reports was submitted and complied.				
4	Whether company is aware of the Environmental conditions attached to the permit/license and are implementing the same.				
5	Any Internal Environmental Inspection carried out for the project/industry, documented?				
6	Any Major/Minor Environmental Incident occurred and reported to SEZAD e.g. Leakage, fuel spillages etc.				
7	Whether all materials and equipment's are contained within the project boundary				
8	Do the company/project have any issues or impacts with neighboring industry, nearby settlement, migrating birds etc.				
9	Do the company/project have HSE Dept. to monitor the environmental aspects? If No, who is monitoring?				



#	General	Yes	No	N/A	Comments/Remarks
10	Whether the company/project are complying the requirements and commitments specified in the EIA/CEMP approved by SEZAD				
11	Whether the company/project are submitting the monitoring report as specified in EIA/CEMP approved by SEZAD				
#	Air Quality	Yes	No	N/A	Comments/Recommendations/Remarks
1	Any dust (fugitive) and fumes visible and leaving the project boundary ?				
2	Are the project sites watered (treated water) to minimize the dust generated?				
3	Do the company have portable equipment (fixed with tri-pod stand) for measuring dust levels? Is the equipment calibrated and valid?				
4	All vehicles carrying loads covered-over prior to leaving the site to avoid windblown dust generation?				
5	As described in EIA or as requested by authority in permit condition any air pollution control devices installed e.g. dust cyclones, scrubbers, air filters, electrostatic precipitators, bag houses etc.				
6	As described in EIA or as requested by authority in permit condition any CEMS/BEMS installed at stack?				
7	Emissions parameters from stationary sources are measured in accordance with approved EIA/EMP Reports				
8	Are monitoring reports submitted to SEZAD for Ambient Air etc.				
9	Any accidental or unusual emission from stationary sources witnessed during inspection				
10	Are there any odor sources or any abnormal odor sensed during the visit and leaving the plant boundary (10 km radius)? If yes, adequate odor control measures taken as described in EIA?				
11	Any CAAQMS installed for the project?				
#	Noise	Yes	No	N/A	Comments/Recommendations/Remarks
1	Is there any unusual noise or vibration from project site?				
2	Are monitoring reports submitted to SEZAD for Noise as described in EIA/EMP?				
3	Are noise generating equipment's installed with acoustic control system				
4	Do the company have portable equipment (fixed with tri-pod stand) for measuring noise levels at the project boundary?				
#	Discharge of Water/Wastewater to Marine/Land/Wadi/Sabkha Region	Yes	No	N/A	Comments/Recommendations/Remarks

#	General	Yes	No	N/A	Comments/Remarks
1	Whether Environmental License available, valid, documented and displayed				
2	Is wastewater treatment system being used and properly maintained? Are unit facilities installed as describe in EIA?				
3	Any overload or excess of wastewater/sewerage water/treated effluent water from project resulting in disposal to Land, Wadi or Marine.				
4	Are wheel or vehicle washing facilities well maintained to prevent overflow, flooding sediment?				
5	Are monitoring reports submitted to SEZAD for any discharge of water/wastewater from ETP/STP/Desalination Plant ?				
6	Is the discharge location and sampling location for laboratory analysis is as per the Environmental Permit/License				
7	Show us the location and working principle of monitoring control devices E.g. pH, Temperature, TDS etc. that has been installed for effluent water discharge as described in EIA or as requested by authority in permit condition?				
#	Wastes (both Hazardous and Non-hazardous)	Yes	No	N/A	Comments/Recommendations/Remarks
1	Any waste management system implemented in your facility? If yes, show us your waste management system implemented.				
2	Is the work area free from all types of wastes and no fly-tipping				
3	Segregation of waste carried out at project site/Industry (Both Hazardous and Non-Hazardous)				
4	Show us the designated area for storage of all types of wastes (Both Non-Hazardous and Hazardous including both solids & liquids waste) at your facility as described in EIA or as requested by authority in permit condition.				
5	Is the waste storage area neat and tidy, barricaded with suitable signage's				
6	Show us the waste inventory and consignment records for all the type of wastes at your facility?				
7	Do the company implement and practice 4 'R's principle i.e. Reduction, Reuse, Recycle and Recovery				
#	Septic or Holding Tank	Yes	No	N/A	Comments/Recommendations/Remarks
1	Is septic or holding tank immersed inside the concrete flooring and four-sided walls to avoid leak penetrating the ground.				
2	Is the area neat and tidy, barricaded				





#	General	Yes	No	N/A	Comments/Remarks
3	Are wastewater from toilets, washing rooms routed to the septic or holding tank rather than discharging directly to land, wadis etc.				
4	Consignment records available and documented for wastewater discharge to SEZAD STP?				
#	Chemical	Yes	No	N/A	Comments/Recommendations/Remarks
1	Provide the list of chemicals manufactured, stored or used for plant facility.				
2	Is the license available, valid and documented for manufacture of chemicals and usage of chemicals				
3	If any chemicals are imported or exported, please specify the quantity, license and inventory records for the same				
4	Whether all chemicals are stored in a designated area as per MD 25/2009 standards e.g. Segregation of Chemicals based on the classification, proper labelling as per GHS (Globally Harmonized System (GHS), concrete flooring, bund or secondary containment to contain the spill, Shed, Warning Signage's, Fire Fighting Services, spill kits & MSDS displayed				
5	Copy of MSDS and chemical inventory documented for reference				
#	Storage of Gas Cylinders	Yes	No	N/A	Comments/Recommendations/Remarks
1	Are they located and stored in a secure (caged), well ventilated area, protected from weather, corrosion and heat sources.				
2	Are cylinders of different gases segregated from each other especially Oxygen and Acetylene Cylinders				
3	Are they stored securely in the upright position and chained				
4	Are empty cylinders marked/tagged and stored separately				
#	Radioactive	Yes	No	N/A	Comments/Recommendations/Remarks
1	Is radioactive materials used for the project?				
2	Are radioactive materials stored as per MD 281/2003				
3	Third party certificate for the equipment & operator valid and documented				
4	License, ROP Clearance for usage, transportation available, valid and documented				
5	Emergency procedures, written procedures, staff structure with well-defined roles and responsibilities, staff training records available and documented				
6	Any monitoring carried out for dose rate for the storage area and documented.				
#	Soil & Groundwater	Yes	No	N/A	Comments/Recommendations/Remarks

#	General	Yes	No	N/A	Comments/Remarks
1	Are oil drums, chemical storage areas, Diesel Generators (DG) provided with drip trays or concrete flooring with bund to avoid contaminating the ground in case of leakage?				
2	Are drip trays free from oil and water?				
3	Any contamination envisaged during the visit that has contaminated the soil, groundwater or both.				
4	Any stagnant of wastewater i.e. breeding of green algae, mosquitos witnessed during the visit that has contaminated the ground.				
5	Others, If any specify				
#	Protection of Flora, Fauna and Cultural Heritage	Yes	No	N/A	Comments/Recommendations/Remarks
1	Does the project site contain the protected habitats of endangered species designated by the Omani laws or international treaties and conventions?				
2	Is there a possibility that the project will adversely affect vegetation and wildlife? If significant impacts are anticipated, are adequate measures taken to reduce the impacts on vegetation and wildlife?				
3	Are any plants, trees or any vegetation damaged during the time of inspection?				
4	Any off road driving observed causing harm or loss of flora or fauna during inspection.				
5	Any historical heritage exists on site? If yes, ensure appropriate measures taken to preserve it in accordance with applicable laws and regulations.				
6	Any re-plantation or landscaping carried within the project boundary?				
#	Resources Conservation	Yes	No	N/A	Comments/Recommendations/Remarks
1	Is treated water recycled wherever possible for dust suppression or landscaping?				
2	Is water pipe leakage and wastage envisaged?				
3	Are diesel-powered plants and equipment's shut off while not in use to reduce excessive use?				
4	Are energy conservation practices adopted at project site or factory?				
5	Any Renewable energy(solar panels) installed for street lights, flat roofs of the industrial buildings to minimize use of electricity				
#	Emergency Preparedness and Response	Yes	No	N/A	Comments/Recommendations/Remarks
1	Is fire extinguishers / fighting facilities properly maintained and not expired?				
2	Are accidents and incidents reported and recorded?				
3	Whether Spill kit available at designated area i.e. chemical storage area, flammable liquids storage area to contain the spill in case of any accidental spillage?				



#	General	Yes	No	N/A	Comments/Remarks
#	Social	Yes	No	N/A	Comments/Recommendations/Remarks
1	Any Environmental Issues from the facility that has effect on your work and health				
2	Any environmental training or awareness conducted at your facility				
#	Workshop Area	Yes	No	N/A	Comments/Recommendations/Remarks
1	Is the workshop area free from all types of wastes and no fly-tipping				
2	Designated area and Bins available for storage of all types of wastes (Both Non-Hazardous and Hazardous).				
3	Is the waste storage area neat and tidy, barricaded				
4	Consignment notes, waste records available for every transfer of wastes				
5	Industrial gases - cylinders secured in upright position; bottles color code/gas name stenciled on bottle; gas storage fire resistant/ideally separate building or in stores and not stored under direct sunlight				
6	Adequate storage for materials in workshop - flammables/chemicals stored separately-shelving secured/not overloaded/safe access				
7	Electrical panel(s) clearly marked/accessible - panel doors kept closed; Warning sign in place				
8	Painting/grit blasting equipment - blaster has hood with air supply/body suit; blast area isolated from other work areas; shop blasters in booth with negative pressure; respirators available for painting				
9	Welding/cutting area - no flammable material in booth or nearby; fire extinguishers/fire blankets readily available; cutting equipment regularly inspected; welding shields in place				
10	Compressed gas storage - fireproof storage if inside/well ventilated; oxygen stored separately or firewall between other gases; bottles secured in upright position/caps on				
11	Any visible contamination that has contaminated the soil, groundwater or both				
12	Dedicated area available for vehicle washing with proper collection of wash water				
#	Conclusion of Site Visit	Yes	No	N/A	Comments/Recommendations/Remarks
1	Is the company complying with all conditions mentioned in environmental permit?				
2	Any major or minor violations observed during the inspection?				





## Annex 2 – HSE Inspection form

HSE INSPECTION FORM						
<b>Contractor Name:</b>	<b>Date:</b>					
<b>Activity:</b>	<b>Location:</b>					
	Poor	Fair	Satisfactory	Good	Excellent	
<b>Jobsite General</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>Remarks</b>
1. Approved Safety Manual available?						
2. Safety Induction training?						
3. Posters and safety signs/warnings?						
4. Job related safety training completed?						
5. Records of recent safety meetings and inspections available?						
6. Communications and Emergency telephone numbers posted?						
7. Traffic routes identified, speed limits posted?						
8. Adequate provisions for first aid and medical attention?						
9. Risk assessments completed and documented for each task?						
<b>Housekeeping and General Conditions</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>Remarks</b>
1. General neatness of work area(s)?						
2. Regular disposal of waste and trash?						
3. Procedures to handle hazardous waste?						
4. Passageways and walkways demarcated and clear?						
5. Adequate lighting?						
6. Waste containers provided and used?						
7. Sanitary facilities adequate and clean?						
8. Adequate potable water supply and single-use cups?						
9. Nails in boards removed or bent down?						
10. Project main sign available? Adequate?						
11. Chutes installed?						
12. Equipment secured?						
13. Are there sufficient shaded eating/rest areas?						
14. Are the pedestrians and vehicles appropriately segregated?						
15. Spills cleaned-up immediately, properly?						



Hazard Communication	1	2	3	4	5	Remarks
1. MSDS's on file and available?						
2. Control and disposal measure(s) established?						
3. Material properly stored and labeled?						
Fire Prevention	1	2	3	4	5	Remarks
1. Adequate number and type of fire extinguishers?						
2. Fire prevention/extinguisher training accomplished?						
3. Fire extinguisher inspections accomplished weekly?						
4. Fire alarm available?						
5. Fire evacuation plan established& posted?						
6. Conduction of fire drills?						
7. Fuel supplies protected from accidental impact?						
8. Is equipment properly grounded to fuel trucks before refueling?						
9. "No smoking" signs posted and enforced?						
10. Flashback arrestors used on gas cylinders (torch and regulator ends)?						
11. Is bulk storage of fuels in proper tanks or containers (water tanks are not approved for fuel storage)?						
12. is all flammable/combustible materials removed before any hot work is performed?						
Temporary Site Electricity	1	2	3	4	5	Remarks
1. Electrical equipment properly maintained?						
2. GFCI/ELCB used and tested where required?						
3. Are terminal boxes covered?						
4. Is appropriate cable management in use?						
5. Are DBs being inspected quarterly by a competent person?						
6. Are DBs satisfactorily earthed?						
7. Are generators earthed?						
8. Electrical cables and plugs industrial /commercial grade?						
9. Are all moving parts, pulleys, belts, wheels properly guarded?						
10. Is an approved energy isolation procedure in place to prevent work on live electrical equipment/services?						
Personal Protective Equipment	1	2	3	4	5	Remarks



1. Protective equipment adequate for exposure?						
2. Eye protection being used and is proper protection for hazard?						
3. Head protection?						
4. Feet protection?						
5. Hand protection used and proper gloves provided for the hazard?						
6. Hearing protection?						
7. Respirators and masks?						
8. All PPE inspected before each use and kept in sanitary condition?						
<b>Hand Tools</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>Remarks</b>
1. Proper tool used for the job?						
2. Tools being maintained in safe condition?						
3. Are job-made tools prohibited from use?						
4. Proper training provided to users of the hand tools?						
<b>Power Tools</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>Remarks</b>
1. Good housekeeping where tools are used?						
3. Guards in place and used correctly?						
3. Cables and plugs in good conditions (splicing is not allowed)?						
4. Are power tools in good condition?						
5. Proper training provided to users of the power tools?						
<b>Work at Height – Fall Protection</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>Remarks</b>
1. Proper guardrails protecting open sided floor edges, holes, wall openings, scaffolds, runways, stairwells, etc.?						
2. Floor holes protected by secure covers and properly marked?						
3. Workers using personal fall protection were required (harness and lanyard)?						
4. Proper working platforms provided to prevent fall or men and material?						
5. Do workers secure their lanyards to proper anchorage points (capable of supporting 2268 kg per person)?						
6. Are barricades used as fall protection capable of supporting a 90 kg force from any direction?						
<b>Ladders</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>Remarks</b>
1. Ladders inspected before each use and in good condition?						



2. Ladders used properly for type of exposure (per manufacturer)?						
3. Do job-made ladders meet safe constructability standards?						
4. Are damaged ladders removed from service and destroyed?						
5. Do workers use three points-of-contact when climbing or descending ladders (i.e., nothing carried in hands)?						
<b>Scaffolding</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>Remarks</b>
1. Is scaffold inspected and tagged daily by a competent person?						
2. All structural members free from visible defects?						
3. Are all connections secured with proper fittings?						
4. Are scaffolds erected on solid footing with base plates secured to proper mud sills?						
5. Is scaffold tied or secured to structure?						
6. Are working areas free of dirt, debris, grease, etc.?						
7. Are guard rails, intermediate rails, and toe boards in place and to the proper height?						
8. Are approved materials used for scaffold planks and are the proper number of planks installed and secured?						
<b>Excavation and Shoring</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>Remarks</b>
1. Are holes, trenches, and cuts over 1.2m deep shored, sloped or trench boxes used?						
2. Spoil banks at least 0.6 meters from edges of cut?						
3. Proper ladders or ramps placed to ensure safe egress?						
4. Is shoring and sheathing correct for soil and depth?						
5. Are roads and sidewalks supported and protected?						
6. Excavation appropriately barricaded and signed?						
7. Are soft barricades (tape, rope, unsecured wood, plastic barriers, etc.) no closer than 1.8 meters from the edge?						
8. Are rigid barricades (concrete barriers, anchored wood or metal barricades, etc.) no closer than 0.6 meters from the edge?						
9. Proper utility services identifications and locations made?						
<b>Confined Space</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>Remarks</b>
1. Adequate ventilation?						
2. Adequate fire prevention?						
3. Rescue plan in place?						

4. Confined space entry permit program?						
5. All personnel trained (documented training)?						
6. Air monitoring/testing in place before and during entry?						
7. Communication methods with entrants established and tested?						
<b>Hoists and Cranes</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>Remarks</b>
1. Are annual inspections by a competent person completed?						
2. Are operators certified for the equipment they are using?						
3. Is lifting gear and all rigging in good condition/inspected?						
4. Are riggers competent?						
5. Are daily inspections (documented) completed by operators?						
6. Are tag lines in use to steady load?						
7. Have man baskets been inspected/certified?						
8. Are workers wearing harnesses and tied off correctly?						
9. Do workers stand clear of operations and never position themselves under or near any suspended load?						
<b>Heavy Equipment and Vehicle Operations</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>Remarks</b>
1. Seat belts provided and used in all equipment and vehicles?						
2. Backup alarms working and audible?						
3. No employees riding equipment without proper seating?						
4. Lights, brakes, warning signals operative?						
5. Are daily inspections (recorded) occurring?						
6. Is operator able to see clearly (no window coverings)?						
7. mirrors Reversing in place, clean, and functional?						
<b>Work Permits</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>Remarks</b>
1. Construction Permit (specify which permit is available ex. Mobilization, Excavation, Foundation, Building, Occupation)?						
2. Work permits maintained properly?						





## Annex 3 – Social Inspection Checklist

SI No		Yes	No	NA	Remarks
<b>HR Policy and Labor Law Requirement</b>					
1	Does the company have an HR department with team having the necessary expertise and skills?				
2	Is there a HR policy? Does it apply to all employees?				
3	Does the company comply with Oman Labor Law				
4	Are the terms and conditions of employment clearly defined? Are there specific requirements for minimum age, minimum wage, working hours/rest breaks/time off/OT pay, forced labor and discrimination?				
5	Does the company apply a non-discrimination policy?				
6	Do all employees have a formal contract?				
7	Has the company ever faced any issues related to labor and working conditions? (e.g. excessive working hours, wages below minimum wage, child labor).				
8	What is the minimum age of workers and contractors?				
9	Does the company or the company's contractors employ people under the age of 18?				
10	Does the Company retain passport, identity documents or certificates that restrict the freedom of employees				
11	Does the company have a grievance mechanism for its employees and contractors?				
12	Does the company provide any worker accommodation?				
13	Has the accommodation camp been approved by SEZAD				
14	What are the standard working hours? Is over-time work paid?				
15	How do labor practices vary between employees, contractors, part-time or other workers?				
<b>Workers Association and Grievance</b>					
16	Does the company have any worker representation				
17	Are workers representatives elected and free to carry out their duties within working hours?				
18	Can employees freely express their opinions/concerns?				
19	Are workers free to join a union? What proportion of workers are union members? Is this increasing or decreasing over time?				
20	How many grievances have been filed by workers (or their representatives) in the past 12 months? How many have been resolved by the Company				
21	Can grievances be done anonymously?				
<b>Worker Productivity Skills and Development</b>					



22	Is the company committed to continuously reviewing and improving labor practices and working conditions? How does it plan to do this?				
23	What is the % of women in management positions? Has this changed in the past 3 years?				
24	What on the job training is provided? Is this provided to all staff?				
25	Does the Company have any concerns about levels of absenteeism? Is this increasing or decreasing?				
Retrenchment					
26	Has the company undertaken any retrenchment in the last five years? If so, how many people and why?				
27	Have alternatives been considered to avoid retrenchment (voluntary redundancy, retraining for other roles etc.)?				
28	How does the company ensure that retrenchment is managed fairly?				
<b>Foreign Workers/Non-Employee workers</b>					
29	Does the company use third party contractors or other workers who are not direct employees? How do their terms and conditions of work differ from full time employees?				
30	How does the company ensure all workers (including migrant or contract workers) are treated fairly and consistently?				





## Annex 4 – Camp Inspection Checklist

#	Description	Yes	No	Remarks
<b>Section A - SLEEPING ACCOMMODATIONS</b>				
1.	Sound construction which provides protection against pests, and adverse weather conditions.			
2.	Min. space provided as 4 m <sup>2</sup> per person with 1 m. between beds.			
3.	Each occupant is provided with a full length locker with the ability to be locked (cupboard).			
4.	If clothes are to be hung on the wall, proper hanger hooks or racks are to be used.			
5.	Beds are comfortable and staffs are provided with blankets, two bed sheets, two pillows and two pillow cases.			
6.	Linen is washed at least once a week.			
7.	No evidence of bed bugs.			
8.	Proper ventilation is provided (e.g. windows placed opposite sides) is provided.			
9.	Air conditioners are provided and working properly. Filters are kept clean			
10.	Lighting is sufficient in all the rooms (e.g. not less than 150 lux intensity).			
11.	No evidence of smoking in the rooms.			
12.	Housekeeping is to the required standard and cleaning schedule posted.			
<b>Section: B - KITCHENS</b>				
13.	Cooked and uncooked food is segregated and covered and clearly labelled with production date when stored.			
14.	Kitchen is big enough to cater for the number of the employees served. (e.g. approx. 1 m <sup>2</sup> per person served).			
15.	The floor is durable, non absorbent, non slip, and no crevices in which dirt/bacteria can lodge.			
16.	Adequate and proper drainage provided.			
17.	Walls are smooth, impervious, light in colour and durable from floor to ceiling. Aluminium/stainless steel wall cladding shall be fitted at cooking ranges area if porta cabin is used as kitchen.			
18.	Ceilings are smooth, fire resistant, covered at wall joints and easy to clean.			
19.	Adequate lighting (e.g. not less than 500 lux intensity for general working area).			
20.	Fly screens fitted and doors are self closing.			
21.	Waste bins are covered and preferably foot operated.			
22.	Electronic fly killers are installed away from food preparation areas. UV lamps to be changed annually.			
23.	Kitchens are air conditioned and hoods and grease filter are fixed over cooking ranges. Suitable extractor fans are fixed.			
24.	Proper dish washing facilities are provided e.g. double units stainless sinks, running hot/cold water, detergents, cleaning solutions and suitable disinfectants			

#	Description	Yes	No	Remarks
25.	For drying the dishes/crockery, air drying or paper towel is used.(Cloths should not be used to wipe and dry dishes/crockery).			
26.	Separate hand washing sink shall be mandatory in all facilities. Liquid soap provided in a suitable dispenser. Disposable Paper towels shall be provided.			
27.	Sufficient number of refrigerators and chest freezers are provided. Fish is placed either in different freezer or firmly wrapped and segregated in separate compartment in a combined freezer. Temperatures for freezers and chillers are recorded a minimum three times daily			
28.	Separate stainless steel work surfaces shall be provided for preparation of cooked and uncooked food.			
29.	Colour coded cutting boards made of polypropylene material are provided for fish, meat, cooked meat, salad fruit, dairy and vegetables. These should be sanitised after each use All purpose polypropylene chopping blocks for cutting large joints of meat shall be cleaned and sanitised after each use.			
30.	Kitchen knives shall be cleaned and sanitised after each use.			
31.	Digital food thermometers with probes are provided to check and record temperatures of prepared food. Recommended above >63° C or below 5° C Food must be cooled within 90 minutes and then stored under temperature control.			
32.	Samples of each cooked food item must be retained in a freezer for 96 hours or 4 working days. The samples must be clearly identified with the date and time of preparation.			
33.	A facility (thawing cabinet) for defrosting frozen foods is provided. (e.g. a purpose built "rapid thaw cabinet", a refrigerator or a chill room with a temp. of 10 to 15 deg. C /thermometer provided. NB. Defrosting of fish, meat and poultry at ambient temperatures -- e.g. in a kitchen sink is prohibited. Once the food is thawed, it shall not be refrozen.			
34.	On line gas bottles are located outside and chained. A block work separation wall is provided (in cases where the cylinders are closer than 5m from combustible material) and the enclosure is well ventilated. 'No smoking' signs are displayed.			
35.	Fire extinguishers and fire blankets are provided.			
36.	First Aid Box to be available in the kitchen with a clear list of contents which are available at all times			
37.	The cook has attended the fire extinguisher course and understands the necessary actions to be taken during emergencies.			
38.	A specific and measurable cleaning schedule for the kitchen and its equipment is available.			
39.	Kitchen is kept clean and good house keeping			
40.	Chain glove shall be provided and sanitised after each use			
<b>Section: C DINING HALL ( MESS)</b>				
41.	The mess is large enough to seat 50% of the camp's population and a minimum of 1.4M2 shall be provided for each seated employee			



#	Description	Yes	No	Remarks
42.	The mess is air conditioned and well lighted. All lights are working. (300lux) - A/C is turned on.			
43.	Two electronic fly killers are installed at entrance and exit and adequately maintained. UV lamps to be changed annually.			
44.	All doors to the outside shall be self-closing. If doors are left open for prolonged periods, fly screens are provided.			
45.	Wash hand basins are provided outside the mess halls. Liquid Soap in dispenser and paper towels are provided.			
46.	Cold drinking water in clean glass water jugs are provided in each of the table.	1		
<b>Section: D - DRY FOOD STORE</b>				
47.	Food items are stored in a well-lighted (150 lux) and air conditioned room large enough to ensure adequate supply of food is available.			
48.	The storage of food is in such a way that allows the "First-in, First-out" practice to be observed and expiry dated clearly available.			
49.	Dry food is stored on shelves which are non-absorbent. The area underneath is kept clean. For loose grains, flour etc., use metal or plastic bins with tight fitting covers.			
50.	Cleaning chemicals, detergents, mops and brushes are not kept in the food store.			
51.	The store is clean and free of any spillage and pests.			
<b>COLD STORAGE</b>		<b>Point</b>	<b>Score</b>	<b>Remarks</b>
52.	Suitable and adequate cold storage and refrigerated equipment are available. Thermometers are in place and temperatures are recorded a minimum of three times daily. Record charts posted on the chiller/freezer unit. <b>Requirements:</b> <i>Frozen food at minus 18°C ± 2°C</i> <i>Chilled and refrigerated food from 1°C to 4°C.</i>			
53.	Fish and fish products are stored in a separate freezer. Fish must be firmly wrapped if mixed with chicken/meat			
54.	If 'walk-in' freezers are used - metal shelves are available, lighting is adequate (150 Lux), safety devices to prevent accidental lock-in are provided, and a thermometer gauge is fixed outside the unit and portable inside			
<b>Section: E - HACCP</b>				
55.	Put in place, apply and maintain permanent procedures based on the Codex Hazard Analysis and Critical Control Points (HACCP) Food Safety Management System, in each food production operation.			
56.	Critical Control Points (CCP) are identified and recorded in risk based assessment for food preparation			
57.	Cooked food should achieve temperature above 75°C and recorded			
58.	Cooked food shall be stored either above 64°C or below 5°C	20		





#	Description	Yes	No	Remarks
<b>Section: F FOOD HANDLERS AND PERSONAL HYGIENE</b>				
59.	Notices indicating "'Unauthorised Persons" are not allowed in the food premises' are displayed.			
60.	All food handlers have a valid Municipality certificate. Camp boss has the copies of all the certificates.			
61.	Food handlers suffering from diarrhoea, vomiting, high temp, or who have cuts, septic sores in their hands or body have been kept away from food handling works. Staff are aware of the procedure of reporting to the supervisors if they are ill			
62.	Smoking is not allowed in the food handling area. Appropriate signs are displayed.			
63.	Food handlers have been provided with minimum of 3 uniforms--aprons, caps, and a pair of non-slip footwear appropriate to the hazards.			
64.	Food handlers appear clean, neat and tidy. They have clean hands with short finger nails and short hair which is covered during food preparation. Jewellery (rings, watches, necklaces etc.) are not worn while working with food.			
65.	Managers and Supervisors and Food handlers have been trained on food hygiene. Records kept			
66.	Caterer has a competent food hygiene officer			
<b>Section: G SANITARY FACILITIES</b>				
67.	Toilets are provided as per the minimum requirement specified. (1per 10 persons) Toilets have WCs, showers, and wash hand basins in good working order and are clean.			
68.	Toilets have window openings to the outside air or are provided with adequate artificial ventilation system.			
69.	Lighting is adequate all working.			
70.	Supply of running cold and hot water is provided in or adjacent to toilets and washing facilities.			
71.	Floor of showers are clean, sanitised regularly, non-slippery, and in good repair.			
72.	Showers cubicles shall be made of water resistant material, have doors or curtains. Curtains shall be washed twice monthly.			
<b>Section: H WASTE DISPOSAL</b>				
73.	Sufficient number of covered bins lined with plastic bags is provided in all residential areas, work sites, food premises.			
74.	Waste is collected from the food premises on daily basis and not less than twice a week from living quarters / working sites within the camp.			
75.	Garbage is carried in the tied-up bags or in covered bins to the designated collection point at which the Waste Management Contractor collects on daily basis.			
76.	Waste is stored in dedicated area which is kept tidy, sanitised and insect proof			

#	Description	Yes	No	Remarks
77.	All waste water, including floor washing water is disposed to septic tank			
78.	If applicable, Clinical waste is collected in dedicated clinical waste containers			
<b>PEST CONTROL</b>				
79.	Pest Control Schedule for camp facilities is available and recorded			
80.	Proper equipment and pesticides are provided.			
81.	Trained person handling/applying pesticides are provided with proper PPE - coveralls, rubber gloves, appropriate pesticide mask/ respirator and goggles.			
82.	General cleaning and housekeeping of the camp and the surroundings is maintained properly.			
<b>Section: I WATER</b>				
83.	Water for cooking, washing and toilets in camps is provided from the contractors approved sources.			
84.	Water is stored in the above grounds tanks made either in stainless steel, galvanised steel or reinforced fibre glass.			
85.	Water supply for domestic use is disinfected by chlorinating to the required standard – (0.2-0.5mg/l residual chlorine)			
86.	Water is checked for bacteriology monthly			
87.	If water is trucked, the water tanker / driver / helper have valid health certificates from Reg. Municipalities or Ministry of Health. The water tanker is painted blue and has words "POTABLE WATER" written in white on both sides of the tanker in Arabic and English. It is kept clean and well maintained.			
<b>Section: J BARBER SHOP</b>				
88.	SEZAD or Regional Municipal Regulations for barber shop is available and the shop is in compliance with the regulation.			
89.	A Laundry facility is provided for all personnel accommodated in the camp and maintained in clean and working order.			
90.	Detergents and other related chemicals are stored in a ventilated room.			
91.	SHOC Cards should be available for each detergent and chemical used.			
<b>RECREATION</b>				
92.	Appropriate recreational facilities are provided: recreation room, TV, Video, games			
<b>EMERGENCY</b>				
93.	Fire extinguishers are provided in the camp with valid dates. and the fire wardens are appointed.			
94.	Audible alarm for evacuation is available in cases of emergencies. Fire exits, alarm points and fire fighting equipment are kept clear of obstructions.			
95.	Staff is aware of the emergency procedures.			
<b>ELECTRICAL</b>				
96.	Check that all electrical supply switchboards and panels have got locking facilities			

#	Description	Yes	No	Remarks
<b>Section: K MEDICAL CONDITIONS OF CONTRACTS</b>				
97.	Initial and Routine Medical Examinations provided at no cost to employee.			
98.	Clinic provided if > 100 employees in camp. Qualified male nurse present.			
99.	Nurse is competent to perform the tasks allocated to him and has received appropriate training in Advance First Aid, emergency response, Use of Automated External Defibrillator etc.			