



**TECHNICAL SCOPE
FOR
DATA GATHERING AND VERIFICATION ACTIVITIES ACROSS GEL SITES**

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1. DEFINITIONS:

For this scope of work, contractor may refer GTC provided with Tender document.

2. ABBREVIATIONS:

AMR	Automatic Meter Reading
CNG	Compressed Natural Gas
DRS	District Regulating Station
EIC	Engineer In charge
EVC	Electronic Volume Corrector
GA	Geographical Area
GPS	Global Positioning System
MFM	Mass Flow Meter
PD Meter	Positive Displacement Meter (without EVC)
RAM	Random Access Memory

3. BRIEF SCOPE OF WORK

The scope of work for the contractor consists of Data gathering and verification activity across GEL sites such as but not limited to:-

Capturing photos of meter mechanical totalizer, EVCs index readings, Dispensers totalizer, MFMs totalizer (Dispenser and MCV filling points, where available), physical verification of oil level in the meters, serial numbers of meters, EVCs, Seals, reporting of any unusual/suspicious activities, tampering of seals/meter/EVC/meter pulse connector, collection of any other details from the customer etc. using contractor procured Mobile device and GEL provided application.

GENERAL

- 1) Contractor shall, with due care & diligence, execute the work in compliance with all laws, by laws, ordinances, regulation etc. and provide all services and labour inclusive of supervision thereof.
- 2) All the materials, equipment, appliances or other things of whatsoever nature required in or about the execution of the work, whether of temporary or permanent nature shall be provided by the Contractor. This will include mobile device as per specifications provided by the Owner.
- 3) Before starting of work at site, Contractor shall himself familiarize for the work having obtained approval/clearance from Owner.
- 4) All the responsibility for the completion of job will be in the contractor's scope.
- 5) Contractor's personnel shall not smoke or resort to misuse of drugs or alcohol while on duty.
- 6) Contractor's personnel shall observe proper behaviour with customers
- 7) Contractor shall deploy manpower during whole year for the job. Frequent change in manpower shall not be permitted without prior consent of the Contract Owner.
- 8) Contractor shall ensure availability of its personnel as required by the Contract Owner.

- 9) CONTRACTOR shall prohibit smoking / Spark generating equipment's while working near gas installation.

4. SCOPE OF WORK

Data Gathering & Verification Activity:

Scope of work comprises of, but not limited to, the following activities: -

- 1) Contractor will be responsible to procure and maintain their own Android mobile phone (as per the minimum specifications given here below) along with SIM card having 4G or higher service for capturing and uploading requisite details using GEL supplied application:

Mobile Specifications: -

Operating System	Android 12+
Display	5.5-inch Full HD (1080p) or higher for accurate display rendering
Memory (RAM & Storage)	RAM: 8GB+ Storage: 128GB+
Camera (Primary)	12MP+
GPS (Location Services)	Device should support A-GPS, GLONASS, or other positioning systems.
Battery	5000mAh+
Connectivity	WiFi & 4G/5G support

- 2) **Data Gathering & Verification** on mobile device (through GEL authorised mobile / web application) at frequency provided by GEL representative including capturing photograph of Meter Mechanical counter and EVC, totalizer index of each arm of CNG Dispensers and MFM (Dispenser and MCV filling points, where available), process parameters from customers having meters without EVC and each DRS as communicated by GEL EIC, without any cost to GEL.
- 3) CONTRACTOR shall re-visit any specific customer / site in case image(s) or any other details captured during site visit are not clear. No additional cost shall be paid to the CONTRACTOR in case of re-work is demanded by the GEL due to non-compliance of obligations under CONTRACT. CONTRACTOR shall resolve the queries, if any during the site visit within time frame.
- 4) There shall be separate EIC for PNG and CNG segments from GEL side. Contractor to coordinate with both EIC of any particular GA for work execution plan of that GA.
- 5) Data gathering and verification activity shall be performed for any particular GA of GEL as tentatively indicated here below: -

Sr. No	Activity	Periodicity
1	Data gathering and verification of Meters with EVCs as per GEL requirement	Monthly
2	Data gathering and verification of CNG Dispensers and MFMs (Dispenser and MCV filling points, where available) as per GEL requirement	Monthly
3	Data gathering and verification of Meters without EVCs as per GEL requirement	Monthly
4	Data gathering and verification of various instruments in the DRS as per GEL requirement	Weekly

- 6) Schedule for the above-mentioned activities shall be prepared by the contractor and approved by GEL EIC at the start of each month. Periodicity of data gathering and verification is subject to change based on the business requirements and shall be at the sole discretion of GEL.
- 7) Based on above approved schedule, data gathering and verification work shall be carried out by the contractor and requisite details shall be captured as specified in GEL provided web/mobile application with full accuracy.
- 8) Data gathering and verification for respective customers for a city or location shall be completed within the specified time line for each location as recorded in the schedule. In case of any delay in completing the assigned work as per agreed schedule, penalty shall be applicable. More details on Penalties could be found under SLA/Penalty Matrix section.
- 9) Transportation, lodging, boarding, insurance etc. cost of manpower for data gathering and verification job shall be included quoted rates and no extra cost shall be paid to contractor for the same.
- 10) All persons engaged by the CONTRACTOR shall be the CONSULTANT's own employee and they will claim no privileges from GEL. The CONTRACTOR will directly be responsible for the administration of his employee as regard to general discipline and courteous behaviours.
- 11) The CONTRACTOR shall be solely and exclusively responsible for employing persons in execution of this CONTRACT. The GEL shall have no liability whatsoever concerning the CONTRACTOR's employees in any respect.
- 12) Network – Contractor shall ensure required network connectivity for seamless data upload across all assigned locations. Also, field personnel to keep the location “on” in the mobile phones at all times while performing the data gathering and verification.
- 13) In case of application issue at site due to which field personnel is not able to take / upload the readings and pictures on server, Contractor to communicate with GEL EIC along with substantial evidence for such specific cases.
- 14) Contractor shall carry out repetitive data gathering and verification activity if required as per communication received from GEL EIC.
- 15) Minimum nos. of manpower shall be deployed by the contractor to meet various data gathering and verification activities as per approved schedule. Contractor shall deploy qualified and experienced manpower for the various activities. The qualification criteria for different manpower shall be as follows:
- 16) For data gathering and verification Activity – Field personnel should be at least 10th Pass and should have ability to operate mobile phone. In case of any deviation in this case, same

shall be reviewed by GEL EIC post award of order to decide on a case to case basis. GEL EIC decision in this regard shall be final and binding on the contractor.

- 17) Contractor shall ensure uninterrupted manpower supply. In case of fresh recruits, necessary formalities to be carried out like checking of competency level, training, safety awareness etc. with the help of GEL EIC.
- 18) Contractor shall ensure periodical rotation of Field personnel in consultation with GEL EIC
- 19) Field personnel shall wear Identity card (duly approved by GEL EIC) during data gathering and verification activity.
- 20) If Field personnel observes any mischief with meter, gas installation, broken meter/meter glass and any illegal modification/extension in pipeline installation, he shall immediately inform the company representative along with the photograph.
- 21) Field personnel shall inform GEL EIC on immediate basis if any discrepancy observed in data gathering and verification /uncorrected volume (Meter/EVC reading not matching or not working).
- 22) In case of premises found closed, contractor shall put specific remark in the application for the same. Contractor to communicate with GEL EIC along with substantial evidence for such specific cases.
- 23) Contractor shall ensure that difference between two consecutive data gathering and verification activity (scheduled monthly readings) shall not be more than 40 days which is to be maintained for individual customers (having meter and EVCs), meters without EVC and CNG Stations for early identification of difference in data gathering and verification activity, uncorrected volume of EVC and any difference between CNG dispenser totalizer and its MFM totalizer reading. (For example, reading taken on 1st of current month to be covered in 1st -11th of next month & so on). In case of non-compliance of this requirement, penalty shall be applicable as specified separately under "PENALTY TERMS" section.
- 24) This CONTRACT is non-transferable and non-assignable. The CONTRACTOR shall not transfer or assign the whole or any part of the CONTRACT in any manner whatsoever without prior consent of the GEL in writing in this behalf.
- 25) The WORK will be assigned on case to case basis by GEL Engineer In-charge nominated for each GA.
- 26) If the WORK is not executed as per GEL satisfaction level then CONTRACTOR shall do the necessary rework at their own cost within the time line specified by the GEL. Failing upon which GEL shall reserve the right to complete the work at his own and the actual cost incurred to execute such WORK shall be collected from CONTRACTOR.
- 27) Other than capturing photos of meter, EVC, Dispenser, MFM of CNG Dispensers and MCV Filling points, DRS, contractor may also be required to carry out other data gathering activities including but not limited to physical verification of oil level in the meters, serial numbers of meters, EVCs, Seals, reporting of any unusual/suspicious activities, tampering of seals/meter/EVC/meter pulse connector, collection of any other details from the customer etc. as per GEL requirement.

5. OWNER'S SCOPE OF SUPPLY:

- 1) Owner shall provide basic safety induction training and behavioural training related to their work to contractor employees.
- 2) Owner shall provide the required IT application and corresponding UserID and password /any other prescribed format for data gathering and verification work.

- 3) Owner shall provide authorization to contractor for entry in customer premises.

6. PERMITS & AUTHORIZATIONS

- 1) Contractor shall carry out the work during the following time period:
- 2) For data gathering and verification activity: Contractor shall carry out the work normally between 08:00 am and 08:00 pm only.
- 3) No Work shall be carried out without permission of Company representative beyond the official duty hours.
- 4) Contractor to provide Identity card to its deployed manpower, who should not be without Identity Card at any time during the execution of work.
- 5) Contractor shall submit the list of qualified experienced manpower along with pass port size colour photograph to the GEL EIC before starting of work. Only listed manpower shall be allowed for said work.
- 6) Contractor shall apply and obtain all necessary permission related work to be performed.

7. COMMUNICATION

- 1) Contractor shall provide or ensure availability of mobile phone to their Field personnel, so that effective communication from site to Owner office can be done.
- 2) Communication to Owner as per contingency plan in case of any accident during execution of job.
- 3) Contractor shall adhere to all prevailing labour laws applicable to them during the period of contract.
- 4) Contractor shall accomplish the designated job within the specified time duration for fulfilment of the target.
- 5) All persons engaged by the Contractor shall be the Contractor's own employee and they will claim no privileges from Owner. The Contractor will be directly responsible for the administration of his employee as regard general discipline and courteous behaviour.
- 6) If the works are not done as per Owner Satisfaction level then contractor shall do the necessary rework at his own cost.

8. PRE-EMPLOYMENT CHECKS:

Contractor shall ensure thorough pre-employment checks along with Police verification on the conduct and ethics of all its employees and staff to avoid inappropriate hiring of contract.

9. PENALTY TERMS:

- 1) The Contractor shall be responsible for the scope of work to the satisfaction of the Owner within stipulated time period. On Account of Contractor's failure to adhere to the Company's requirements, Owner shall impose various penalties on the Contractor as described in the below Penalty Matrix.
- 2) The cumulative penalties arising out of Service Level Agreements detailed below shall not exceed 10% of the basic contract value.

10. SLA/PENALTY MATRIX

- 1) A joint CPAR meeting of GEL in-charge and Manager deputed by contractor will be called on monthly basis wherein all the related issues will be discussed and recorded by GEL EIC.
- 2) The following critical parameter describes the system performance and service level expectations and requirements during the Implementation phase of contract. The service level includes target performance measures, unacceptable measures and the related penalty for not meeting required service levels.

Sr. No.	Parameter	Penalty
1	Delay in Mobilization/Re-mobilization as per agreed date with EIC of respective GA	0.5% of the contract value per week (7 days) on pro rata basis (In case of less than week period, per day basis) max up to 5% of contract value after mobilization intimation.
2	Delay in completing monthly data gathering and verification activity (for Customers having meter with EVC, meters without EVCs MFM and dispenser readings at CNG station) as per agreed schedule	Rs. 50/- per site not covered in a month
3	Delay in completing Weekly data gathering and verification activity at DRS as per agreed schedule	Rs. 50/- per DRS not covered in a Week
4	Difference between two consecutive data gathering and verification activity (scheduled monthly readings) shall not be more than 40 days	Rs. 50/- per customer on monthly basis
5	Any other complaint e.g. Misbehaviour with customer, non-adherence to the guidelines by the Owner, inconsistency in performance and/or any other violation to contract terms.	Rs.10,000/- per instance. For repeat instances, reduction in allocated work quantity, or up to Termination of the Contract.
6	Monthly CPAR score <60%	Following actions to be initiated for low CPAR score calculated on the monthly basis: 1. First month of low CPAR score: warning letter shall be issued. 2. Penalty of Rs. 5,000 to be deducted for every month after one month from the date of warning letter issued if CPAR score still remains below 60 3. Penalty of Rs. 10,000 to be deducted for every month after fourth month from the date of warning letter issued if CPAR score still remains below 60

Sr. No.	Parameter	Penalty
		If there is no improvement even after six months from the date of warning letter issued or repeat instances, non-adherence to the guidelines by the Owner, inconsistency in performance and/or any other violation to contract terms, GEL may take further remedial actions available under the contract (up to termination of contract).

Note:

Where reason for delays are not attributed to contractor. Penalty imposition shall be as per the sole discretion of the GEL EIC depending upon the responsiveness shown by the contractor and submission of documentary proof to GEL regarding delays are not attributed to contractor.

11. OTHER TERMS AND CONDITIONS: -

- 1) Contractor shall submit monthly invoice latest by 7th of next month for the preceding month payment; for each GA (duly verified by GEL engineer in charge) which should be uploaded on GEL's VISA portal for tracking of payment by contractor. More details of uploading process in VISA portal shall be provided to successful contractor post award of order.
- 2) The contractor shall issue invoices on a customer/station visit basis rather than by individual meter or instrument. For instance, if a customer has two skids with separate meters at the same location, billing will be done for the customer as a whole, not for each meter. Similarly, at any CNG station with multiple dispensers or MCV filling points, the contractor shall invoice based on the station as a whole, not based on the number of dispensers or meters checked.
- 3) GEL will release the payment after off-setting all dues to GEL payable by the contractor under the contract.

12. IMPLEMENTATION OF DIGITIZATION INITIATIVES

- 1) GEL has implemented and will implement various initiatives towards automation and digitization of the activities and processes with an aim of having high efficiency work, to reduce manual efforts, to improve communication and collaboration. Accordingly, CONTRACTOR shall implement the same including but not limited to online documentation and transaction monitoring, online document review and approval, online data uploading and updating, online material management etc. with no additional cost to OWNER. Time to time, CONTRACTOR shall ensure the required resources like smart phones, computers, internet connectivity etc. to implement the app based/web-based process including training of the manpower for the same.
- 2) OWNER has implemented Vendor Invoice Submission Application (VISA) for office automation, digitization and transparency in processing of vendor invoices. CONTRACTOR shall upload the invoices and other specified supporting documents on VISA before submitting physical set of Invoice & documents along with covering letter

generated from application to respective GEL Offices. Additional reports/documents (not specified on VISA portal), may be directly submitted to concerned GEL- Contract Owner / EIC as per requirements. The onus of selecting relevant name of GEL Contract Owner & GEL GA/Office (where physical invoice is to be submitted by vendor) is on the CONTRACTOR for timely processing of invoices and for further certification / payment

13. KICK-OFF MEETING & MOBILIZATION PERIOD

- 1) GEL shall arrange Kick-off meeting within 7 days from the date of LOA/ Award of Contract. Contractor shall ensure attending Kick-off meeting along with Project in charge / Manager (It is preferred to include key manpower list).
- 2) Contractor shall complete mobilization of manpower and resources like (but not limited to) within 21 days of award of LOA / Contract as per the terms & conditions of tender document or as per date agreed with the GEL EIC during initial kick off meeting for that GA.
- 3) Contractor shall ensure fulfilment of all Contractual Obligations viz. Submission of Contract Bank Guarantee/ Performance Bank Guarantee, Statutory Compliances as per tender terms and conditions.

14. CONTRACT DURATION: -

The Contract shall be valid for a period of Two years.

15. QHSE REQUIREMENTS

Give here below are the QHSE requirement which bidder needs to follow.

1. SCOPE AND APPLICATION

Contractor/Service providers are the key stake holder and an integral part of Gujarat Energy Ltd (GEL's) business. Contractors'/Service provider' Quality, Health, Safety and Environment (QHSE) performance reflects on the company's business performance and reputation. GEL has established QHSE Management Systems, Procedures & Guidelines to ensure compliance with GEL's QHSE requirements. These requirements apply to all jobs whilst conducting work for GEL including; Project, Construction, Operation & Maintenance, Field Operations and Services within any given contract or agreement.

The overall objective of QHSE management in contract/agreement is to improve the company and Contractor's/Service providers' QHSE performance in all aspects of activities. Active and on-going participation by both the GEL and Contractor/Service provider is essential to achieve this objective.

2. RESPONSIBILITIES

Contractors/Service providers work under the direction of GEL Integrated Management System (IMS) Policies, Procedures & Guidelines that describe the GEL requirements for undertaking work within the company. It is the responsibility of Contractors/Service providers to ensure that their staff are informed of and comply with GEL's requirement whilst working for the company.

- Contractor/Service Provider are responsible to ensure safe execution of work/service including following:
 - Exercise caution and avoid entering the gas skid premises with a mobile device if there are apparent signs of gas leakage or any detectable odor.
 - Ensuring that the QHSE Policy, Procedures & Guidelines are known and understood by all contractors'/service providers' staff and work force
 - Supervising execution of work activities to ensure adherence to the QHSE compliance requirements
- Contractor/Service provider to ensure that all aspects relating to QHSE are adequately addressed and implemented in accordance with the GEL QHSE requirements and QHSE Management Plan, which shall include the management processes and activities to be implemented during the course of work with GEL.
- Contractor/Service provider shall be responsible for ensuring that adequate HSE resources are put in place to enable satisfactory implementation of QHSE Management Plan.
- This responsibility also applies to ensure the Health and Safety of the people are directly and indirectly engaged / involved whilst working or present at GEL's work area / sites.

3. MOBILIZATION

- a) Post selection and awarding of contract, GEL shall arrange a kick-off meeting with Contractor/Service provider where GEL team members Contract Owner (CO), Contract Holder (CH) & HSE representative) will discuss on QHSE Management aspects / plan and requirements in order to make sure that Contractor/Service provider and their team fully understand the expectation of GEL. During the meeting, QHSE Management Plan shall be discussed and agreed between GEL and Contractor/Service provider.
- b) Pre-mobilisation checks/inspection shall be carried out by GEL team for the same before the start of work.
- c) Contractor/Service provider shall ensure that only trained & technically competent person carried out the job and under no circumstances should the Contractor/Service provider commence the work unless relevant certification/qualification documents are submitted to GEL
- d) A proper HSE orientation and training will be organised by GEL for the Contractor/Service provider workforce before the start of work; under no circumstances should the Contractor/Service provider commence the work unless the manpower have undergone the HSE training (as applicable)
- e) Contractor/Service provider shall ensure that all their staff/work force are provided required Personal Protective Equipment (PPEs) i.e. Crash Helmet and Safety Shoes or any additional PPE as directed by Engineer In-charge based on risk assessment

- f) Contractor/Service Provider shall ensure all required emergency arrangements like Medical treatment, FIRST AID box and Firefighting equipment (as applicable)

4. EXECUTION

Contractor/Service provider is responsible to ensure the compliance with GEL QHSE requirements. GEL overall QHSE performance is directly influenced by the contractors' performance.

- a) Contractor/Service provider is responsible for QHSE compliance monitoring at site/work activities to ensure that work/activity is performed in a safe manner. Moreover, they are responsible for reporting of all incidents, Hazard and Near Miss that might happen during work/activity
- b) During work execution and activities, GEL team will regularly monitor and evaluate the performance of the Contractor/Service provider to identify the shortfalls and weaknesses and assist to improve the overall performance including QHSE performance through CPAR process (as applicable)

5. QHSE GUIDELINE (AS APPLICABLE) FOR ALL TYPE OF CONTRACTS

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 at work site
- 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. No Work shall be carried out without permission of GEL's representative beyond the official duty hours unless otherwise agreed upon and recorded appropriately
- e) shall ensure that all the QHSE requirements are properly discussed for any sub-contracted activities with GEL. No such activity shall be performed without clearance from GEL management
- f) shall ensure that all Hazards, Near miss, accident, incident, injuries are reported promptly to GEL. Action arising due to reported Hazards, Near miss, incident investigation; audit/inspection shall be closed out as per agreed timelines with site in-charge
- g) 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
- h) shall make necessary arrangements for safe custody of equipment, materials in stores/warehouse and at site
- i) shall initiate immediate actions to hospitalize injured person(s)

- j) shall ensure an injury free, incident free workplace and protect people from harm caused by work activities
 - k) shall ensure use of crash helmet for Two-wheeler riders during job execution
 - l) shall take note that the use of open wires in sockets, use of wires with tape joints shall not be accepted at work site.
 - m) shall ensure proper collection, storage and disposal of solid / liquid waste as per GEL procedure and guideline
 - n) staff/work force shall not smoke or resort to misuse of drugs, medicines or alcohol while on duty
2. In case of any incident like fire, gas leakage etc. due to gross negligence of the Contractor's staff/work force, GEL reserves the right to impose penalty up to actual damage cost and or termination of work order depending upon the gravity of the situation.
 3. 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 to (a) remedy the breach; (b) suspend the work or (c) terminate the contract.
 4. All activities shall be carried out as per GEL's documented procedures and QHSE requirements, deviation from it shall be dealt with very strictly

7. LIFE SAVER COMPLIANCE



LIFE SAVERS- FOLLOW LIFE SAVER RULES TO AVOID ACCIDENTS

GUJARAT GAS



1. Driving

- Plan your journey in advance considering route, duration, road condition and weather condition
- Never drive or allow driving when driver is fatigued or under influence of substances like alcohol, painkillers, antihistamines, recreational drugs etc.
- Ensure vehicle is fit for purpose
- Ensure periodic inspection, servicing and maintenance of vehicles
- Ensure provision of tie guards on two wheelers
- Always wear seatbelt while driving/travelling in passenger or commercial vehicle
- Always wear crash helmet while riding two-wheeler
- Never exceed passenger limit in vehicle nor allow unauthorized person in driver's cabin of hazardous goods vehicle
- Avoid use of two wheelers/ three wheelers for travel on highways and/or dark roads
- Practice defensive driving - Respond promptly to unsafe act of others on the road
- Obey traffic rules, traffic signs and signals
- Obey speed limits
- Avoid harsh braking and harsh acceleration
- Avoid overtaking on the roads without divider
- Drive in correct lane only
- Reduce speed based on road conditions and at accident prone areas like sharp turn, blind turn, steep curve, narrow bridge, heavy traffic area, road under construction, road diversions, etc.
- Maintain safe distance from the vehicle ahead
- Never use mobile phones or any other communication device while driving
- Keep parking lights ON when parking on highway and use reflective parking triangle to avoid accident
- Look for traffic while getting down from vehicle

2. Safe System of Work (SSoW)

- Before commencement of any job, ensure:
 - Job & site related hazards are identified and appropriate control measures are in place
 - An appropriate emergency/ rescue plan is in place
- Obtain Permit to Work (PTW) authorization from issuing authority as applicable to the job
- Ensure that approved PTW mentions detailed scope of work, must have clearly identified hazards, associated risks and necessary control measures
- Ensure no personnel is working at worksite without prior intimation and authorization
- Avoid Simultaneous Operations (SIMOPS) which have potential to lead to hazardous situations
- Carry out Tool Box Talk (TBT)
- Provide cautionary instructions about exposure to hazards to people in vicinity of worksite
- Prior to commencing a job on isolated facilities, get confirmed all electrical & mechanical isolations (e.g. Gas installation, Gas pipe section, equipment, etc.) by authorised person and follow Lockout & Tag out (LOTO) system
- Ensure the job is performed by trained & competent personnel
- Ensure safety critical job is being supervised by competent supervisor
- Wear appropriate Personal Protective Equipment (PPE) for the concerned job
- Ensure material, tools and equipment required for performing the job are fit for purpose
- If unsure about job to perform safely, stop the job immediately and discuss with supervisor/ manager
- Intervene and stop unsafe job at site
- For any change in conditions, stop work, reassess the risk and obtain reauthorisation as appropriate
- In case of exposure of worksite to road traffic, ensure safety measures like use of flashlight, reflective traffic cones, barricades with reflective stripes to divert the traffic and before the working location/ parked vehicle/equipment etc.
- Do not override or bypass any safety controls without proper authorization and additional safety measures to mitigate the risk
- Before closing & leaving the site, ensure that site is safe, clear & tidy
- Follow Management of Change (MoC) process for changes to plant/ equipment

3. Excavation, Manual Boring and Horizontal Directional Drilling

3.1 Excavation

- Follow "Safe System of Work" Life Saver rules
- Identify, locate and protect all underground utilities e.g. power cable, gas pipeline, etc. as necessary
- Use immediate crow bar/ pick use for manual excavation
- Identify & mitigate the hazards as necessary e.g. contaminated soil, equipment movement, traffic etc.
- Follow correct trench protection techniques as per soil conditions like step out (benching) or sloping ("V" shape) or shoring
- Keep machinery and excavated spoil away from edge of trench/ pit
- For any change in ground conditions, stop work and consult supervisor
- Keep children away from pit/ trench/ work sites
- Display warning signs, use appropriate barricades at work area and provide easy means for getting in and out of trench/ pit
- Make provision of proper crossover on benches for pedestrian as required

3.2 Manual Boring

- Follow "Safe System of Work" Life Saver rules
- Identify, locate and protect all underground utilities e.g. power cable, gas pipeline, etc. as necessary
- Identify & mitigate the hazards as necessary e.g. contaminated soil, equipment movement, traffic etc.
- Give preference to open cut excavation over manual boring
- Before each manual boring work, ensure:
 - Approved bore plan is in place
 - Entry and exit locations for manual bore are visibly marked
 - Permit to Work (PTW) for the job is in place
- Ensure protection against potential electric shock by:
 - Use of electrical shock resistant (Teflon or equivalent approved insulating material coated) manual boring tool
 - Wearing of rated electric shock resistant hand gloves and shoes
 - Provision of "Electrical Insulating Rubber Mat" on the ground
 - Avoiding work in wet conditions if electrical power supply is not isolated

3.3 Horizontal Directional Drilling (HDD)

- Follow "Safe System of Work" Life Saver rules
- Identify, locate and protect all underground utilities e.g. power cable, gas pipeline, etc. as necessary
- Identify & mitigate the hazards as necessary e.g. contaminated soil, equipment movement, traffic etc.
- Before starting HDD operation, ensure:
 - Approved bore plan is in place
 - HDD entry and exit locations are visibly marked
 - Capacity of HDD drilling rig is adequate
 - Proper earthing/ grounding of machine
 - Cable strike alarm is in working condition
 - Moving parts of machine are guarded
 - Out rigger of HDD machine is working and rigidly put on stable & firm ground
 - Availability of tracking equipment/ device
 - Crane is in good condition
 - Preferably auto rod loading facility is available in the machine
- During drilling operation, do ensure:
 - Track movement of the drilling tool is as per approved bore plan
 - Auto greasing & auto loading of machine rod is functioning properly, in case of manual loading of the machine rod, ensure additional safety measures to mitigate the risk from moving parts
 - Entry of unauthorized personnel in the work area is prohibited
 - No maintenance activity is carried out while HDD machine is in operation

4. Work at Height

- Follow "Safe System of Work" Life Saver rules
- Use only approved and certified working at height equipment e.g. rope access system, scaffold, ladder, etc.
- Use preference to safe working platform in place of rope access system or ladder wherever possible for carrying out work at height job
- Use use of rope protectors to avoid any damage to ropes from sharp edges
- Identify 'fall from height' hazard before starting of plumbing job (including plumbing at balconies) and ensure use of safety harness with proper anchoring



LIFE SAVERS- FOLLOW LIFE SAVER RULES TO AVOID ACCIDENTS

GUJARAT GAS



5. Lifting Operation

- Follow "Safe System of Work" Life Saver rules
- Ensure that approved lift plan is in place having details of lift method, selected lifting equipment, load chart, sketch showing lifting equipment location & orientation, lifting points & centre of gravity and Load movement path, etc.
- Use only correct, approved and certified lifting equipment, tools & tackles and safety devices
- Work according to a lift plan that is discussed, understood and followed by everyone involved in the job
- Do not exceed safe working load limit
- Ensure lifting equipment are working on stable & firm ground
- Ensure safety measures to avoid contact with overhead power line during lifting operation
- Ensure that lift area is fully protected from road traffic vehicles & movement of other equipment
- Prohibit entry of unauthorized personnel and do not allow anyone under the lifted load or in the lift path
- Ensure operator of lifting equipment and signal man are always in contact
- In case of rough weather conditions, stop the lifting operation and wait till condition is normal

6. Confined Space Entry

- Follow "Safe System of Work" Life Saver rules
- Ensure that all isolations are in place
- Check oxygen level inside confined space and if not adequate, do not enter or be inside confined space
- Check with gas detector and ensure there is no flammable gas inside confined space
- Ensure there is no chemical/ fire inside confined space
- Ensure the person entering the confined space is carrying portable O₂ analyser with provision for low oxygen alarm
- Monitor the confined space atmosphere at defined intervals to ensure safety of person(s) inside the confined space
- Ensure provision of suitable access & egress
- If required, provide Self contained Breathing Apparatus (SCBA) or forced ventilation
- Always use buddy system, ensure standby personnel is available and is always in contact with the person(s) in the confined space
- Do not allow unauthorized entry inside confined space
- If rescue needed,
 - Standby personnel (buddy) to stand outside confined space and call for help of rescue team
 - Allow only authorised rescue team member with all necessary Personnel Protective Equipment (PPE) to enter inside confined space

7. Electrical

- Follow "Safe System of Work" Life Saver rules
- Ensure isolation of all connected power sources, use of Lockout & Tag out (LOTO) before commencement of electrical job and removal of LOTO after reconnecting the power sources
- Ensure that all concerned persons are informed and updated regarding status of isolation
- Consider all conductors are live unless proved dead with a certified testing instrument
- Ensure earthing of all electrical equipment and use of three pin plug and socket
- Never insert open wires in the socket, always use plug & socket
- All electrical work is to be done by certified electrical person and licensed contractor only
- Use portable electrical equipment with double insulation protection
- Ensure protective devices like ELCB / RCCB are used and in working conditions

8. Compressed Natural Gas (CNG) Handling

- Follow "Safe System of Work" Life Saver rules
- Ensure that CNG cylinder is within life
- Avoid CNG filling if CNG cylinder is suspected to be spurious/ altered/ damaged
- Ensure CNG cylinder and CNG cascade are firmly secured
- Ensure flame proof integrity of all electrical installations in hazardous areas
- Secure high pressure hoses to avoid swinging action in case of failure
- Control the potential ignition sources (e.g. smoking/ naked flame/ use of phone/ hot work etc.) within CNG handling area
- Control traffic of customer vehicles and movement of passengers/ third party within premises
- Carry out periodic risk assessment of the routes used for CNG transport
- Ensure movement of CNG Transport Vehicle on designated path only at CNG station through use of marking and barricades / cones
- Ensure safe reversing of CNG Transport Vehicle with use of reversing camera, parking sensors / guiding staff
- Ensure safe parking of CNG Transport Vehicle with use of wedge lock and parking brake
- Ensure proper grounding of CNG Transport Vehicle and cascade prior to CNG loading/unloading
- Ensure putting the vehicle ignition key in the filing hose before connecting the couplings to avoid hose pull out incident during CNG loading/unloading operation
- Ensure that no passengers are allowed in the CNG filling area or vehicle movement area
- Ensure that vehicle engine is in switched off condition and driver is outside the vehicle before starting CNG filling
- Use insulation pad/ rubber mat to avoid contact of CNG filling hose with battery terminals of the vehicle being filled
- Be alert for any gas smell or abnormal sound before and during CNG filling
- Ensure driver does not start the vehicle before disengagement of CNG filling hose by the filler
- Ensure easy access to Emergency stop switches / shut down buttons

9. Liquefied Natural Gas (LNG) Handling

- Follow "Safe System of Work" Life Saver rules
- Follow safety procedure for LNG loading/unloading operations
- Use only non sparking tools while handling LNG
- Control the potential ignition sources (e.g. smoking/ naked flame/ use of phone/ hot work etc.) within LNG handling area
- Ensure proper grounding of LNG transfer assembly & LNG tanker prior to LNG loading/unloading
- Avoid direct contact with LNG (cryogenic) liquid or vapour
- Wear appropriate PPE (cryogenic gloves, cryogenic suit/apron, face shield, helmet, Safety shoes)
- After LNG loading/unloading is completed, ensure disconnection of these pipe from LNG tanker
- Do not pour water on LNG spillage or leakage point
- Ensure easy access to Emergency stop switches / shut down buttons

10. Gas Escape Handling

- Follow "Safe System of Work" Life Saver rules
- In case of gas escape inside premises, open doors & windows to ventilate the escaped gas
- Give priority to protecting life
- Always wear appropriate PPE including fire retardant clothing
- Isolate/ turn off gas supply as early as possible
- Check for presence of gas with gas detector & identify gas affected area and if required, evacuate persons to a safe place
- Continuously monitor for presence of gas in atmosphere
- Control the potential ignition sources within Gas affected area/ zone e.g. Do not permit smoking/ naked flame/ use of phone/ operation of electrical switches, hot work etc.
- Confinement affected area and display warning signs
- Seek help of official authorities as required to keep traffic & people away
- Seek help of the department and ambulance services as required
- Post leak repair: carry out leak check to ensure soundness of repaired leak as well as ensure there is no other gas leakage in the area

CONTRACTOR PERFORMANCE ASSESSMENT REPORT (Typical)

 GUJARAT GAS	Contractor Performance Assessment Report (CPAR)	Doc. No. : HSE-F-28 Rev. No. : 04 Eff Date : 01.11.2021		
GA / Function:		Month of Evaluation:		
Location:		Department:		
Type of Work/Services:		Work order number:		
Name of the Contractor / Firm:		Contractor Name:		
Contractor Work In-charge:		GGL Work In-charge:		
	Maximum Marks	Actual Marks (To be calculated on pro-rata basis)		
A. Business Performance (Weightage 75%)				
1 Completed Monthly Data Gathering and verification activity as per agreed schedule for Customers having meter and EVC, meters without EVC and CNG Stations.	50			
2 Completed Weekly Data Gathering and verification activity as per agreed schedule at each DRS	20			
3 Any other violation to contract terms.	5			
B. Contract Management (Weightage 10%)				
1 Timely deployment & mobilization of qualified, competent, trained & approved manpower & equipment as per contractual requirements within timelines	5			
2 Supply of mobile phone, Identity card, vehicles, crash helmet, safety helmet, safety shoes or other equipments as per contractual requirements within timelines	3			
3 Maintain complete records & submission of reports, Invoices within timeline and promptly closing of queries	2			
C. Quality Controls (Weightage 5%)				
1 Quality of Workmanship(blurred photos) / Job execution / Services (behaviour with customer) / inconsistency in performance	3			
2 Quality of Supervision, Inspection etc.	2			
D. HSE Compliance (Weightage 5%)				
1 Adherence to use of PPE's at site	2			
2 Immediate Incident reporting & management	2			
3 Compliance to GGL Life Savers	1			
F. Other Key Performance (Weightage 5%)				
1 Compliance with Statutory & Legal requirements	3			
2 Closure of recommendation from previous month CPAR to the satisfaction of GGL	2			
Total Max. Marks	100	Total Actual Marks		
		0		
Total Actual Marks = Sum of Actual Marks in A to F				
CPAR Score = Total Actual Marks / Total Maximum Marks x 100		0%		
1				
2				
3				
Evaluator (GGL)		Contractor Representative		
Reviewed by GA / Function Team	Designation & Name	Signature & Date	Designation & Name	Signature & Date
	Work in charge			
	Technical / Function Manager			
	HSE Representative			
Approved by	GA Head			

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