|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PREQUALIFICATION QUESTIONNAIRE** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| Husky Ref. No.: | | | | | 8.32.1.088 | Goods/Services Title: | | Wellsite Survey Services | | | | |
|  | | | | | | | | | | | | |
|  | | **THIS QUESTIONNAIRE IS TO BE COMPLETED BY VENDORS WHO ARE INTERESTED IN SUPPLYING EQUIPMENT, MATERIALS AND/OR SERVICES TO HUSKY OIL OPERATIONS LIMITED. THE INFORMATION PROVIDED IS STRICTLY CONFIDENTIAL AND SOLELY FOR THE USE OF HUSKY.** | | | | | | | | |  | |
|  | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
|  | | **Husky Energy Suite 105 351 Water Street St. John’s, NL A1C 1C2**  **Attention: Don Reid (Don.Reid@huskyenergy.com)** | | | | | | | | |  | |
| Company Name: | | | |  | | | | | |  | | |
|  | | | | | | | | | | | | |
|  |  | **The signatory of this Questionnaire guarantees the trust and accuracy of all responses given herein, and is an authorized officer or agent of the company.**  **Information submitted and completed by:** | | | | | | | |  | |  |
|  |  |  | | | | | | | |  | |  |
|  |  | Name (Please Print) | | | | | | | |  | |  |
|  |  |  | | | | | | | |  | |  |
|  |  | Title | | | | | | | |  | |  |
|  |  |  | | | | | | | |  | |  |
|  |  | Signature | | | | | | | |  | |  |
|  |  |  | | | | | | | |  | |  |
|  |  | Date | | | | | | | |  | |  |
|  | | | | | | | | | | | | |
| To be completed by Husky: | | | | | | | | | | | | |
| Date Received: | | |  | | | | Procurement Signoff: | |  | | | |
|  | | | | | | | | | | | | |

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**General Instructions**

We recognize that we have many different types of suppliers / contractors with different core competencies and skill sets. In order to effectively assess your company, we require that this Questionnaire be filled out as it applies to your firm.

Husky is committed to ensuring fairness in our vendor selection process. Prequalification will be based on your company meeting our expectations for the goods and / or services to be supplied.

**Submission Requirements**

Vendors must submit all requested documentation electronically. Acceptable methods of submission include e-mail, file transfer, or removable memory drive as agreed with the Husky supply chain representative. Responses should clearly identify **Title and Reference Number** of the package for which they would like to be considered.

All submitted documentation should be packaged in such a way as to facilitate the ease of review and evaluation of the contents. This should include a table of contents with organized file/folder structures and specific document page and/or section references for each question in the order they are presented.

Vendors are required to submit their pre-qualification response in the following format and in the exact order as shown:

1. Company Information
2. Subcontracting
3. Work History
4. Current Organizational Structure
5. Facilities and Infrastructure
6. Capabilities Statement
7. Contractor HSEQ Requirements
8. Canada -Newfoundland and Labrador Benefits Compliance
9. Attachments
10. Additional Comments

|  |
| --- |
| 1. **Company Information** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **1.1** | **Company Name:** | |  | | | |
|  | Street/Mailing Address of Office completing this Questionnaire | | | | | |
|  |  | | | | | |
|  | City: |  | | | Province: |  |
|  | Postal Code: |  | | | | |
|  | Telephone: |  | | | Fax: |  |
|  | Key Company Sales Contact | | |  | | |
|  | **Canadian Head Office:** | | |  | | |
|  | Street/Mailing Address: | | |  | | |
|  | **Local Office:** | | |  | | |
|  | Street/Mailing Address: | | |  | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **1.2** | **Type of Company** | | | | | |
|  | Sole Proprietor |  |  | Partnership |  |  |
|  | Corporation – Private |  |  | Corporation – Public |  |  |
|  | Other (please identify): |  | | | | |

Please supply Certificate of Incorporation, and identify and attach as an Appendix. If private ownership, please also identify the Principle Shareholders below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Name |  | | |
|  | City |  | Province/State |  |
|  |  |  |  |  |
|  | Name |  | | |
|  | City |  | Province/State |  |
|  |  |  |  |  |
|  | Name |  | | |
|  | City |  | Province/State |  |
|  |  |  |  |  |
|  | Name |  | | |
|  | City |  | Province/State |  |

|  |  |
| --- | --- |
| **1.3** | **Subsidiaries, Affiliates, etc. (indicate whether wholly-owned or percent controlled)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **1.4** | **Total Number of Employees by Geographical Location** | | |
|  | Newfoundland and Labrador |  |  |
|  | Other Canadian Provinces |  |  |
|  | International |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1.5** | **Declaration of Business Relationship (Company Owner/Management)** | | | |
|  | In accordance with the approval policy of Husky, **all Vendors shall, as a condition of supplying goods or services to Husky, make full disclosure of any existing business relationships with any Husky employee and/or contractor or immediate relatives.** If the Vendor fails to disclose an interest and/or the interest is falsely or insufficiently reported, Husky reserved the right to terminate or cancel any agreement of any kind which may have been entered into with the Vendor. | | | |
|  | Are you a relative or of do you have a relationship with any Husky employee that would cause any real or perceived conflicts of interest? | | | |
|  | No |  |  |  |
|  | Yes |  | (please specify): |  |

1.6 Joint Ventures

The following questions apply to Joint Ventures only;

1. Please provide a copy of your organizational structure showing all members of the Joint Venture.
2. Provide the following Joint Venture Details:
3. A copy of the Joint Venture Agreement
4. A statement of the share equity of each of the participants
5. The lead participant within the Joint Venture
6. Outline how the Joint Venture will be managed with regards to objectives
7. How are the Key Business Objectives of each Participant reflected in the Joint Venture
8. The share and nature of the work provided by each participant
9. Arrangements for the transfer of systems/information technology
10. How do the Participants envisage the Joint Venture developing in the future
11. In the case of a Joint Venture, detail how Bidder will optimize/merge the different participants, organization, cultures to ensure the greatest benefits are realized for Company.

|  |
| --- |
| 2. Subcontracting |

For the Scope of Work currently being evaluated please identify if any major subcontractors will be involved in delivering the scope.

If portions of the scope are being subcontracted, identify the scope being performed by each subcontractor. Responses to the HSEQ Questionnaire in Section 7 below may include the subcontractors’ policies, procedures and processes where the main contractor’s management systems do not adequately support delivery of the scope.

|  |  |  |  |
| --- | --- | --- | --- |
| Subcontractor Name | Component of Scope  (e.g. Design, Fabrication, Manufacturing, etc.) | Subcontractor Address | Subcontractor Contact Information |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |

|  |
| --- |
| 3. Current Organizational Structure |

Please provide a current Organization Chart for your company, indicating, but not limited to, management personnel and reporting relationships. Please also identify where this organization’s management personnel are located. Please ensure the organization chart indicates personnel (including names) which would be supporting the scope of work. Please also identify where these individuals are located geographically.

|  |
| --- |
| 4. Facilities & Infrastructure |

Please provide a description of the facilities & infrastructure which your company would utilize in provision of the subject services, if applicable. Please clarify whether the facilities & infrastructure which you are describing are currently occupied and utilized by your company. Please provide photographs / drawings as appropriate.

|  |
| --- |
| 5. Work History and Capabilities Statement |

Please provide an overview of your company’s capabilities. In addition, please ensure that you provide a description of your company’s specific capabilities as they related to the subject services being requested.

|  |
| --- |
| 6. Contractor HSEQ Requirements |

**READ CAREFULLY AND ANSWER COMPLETELY**

These pre-qualification questions are based on Husky's Contractor HSEQ Requirements. They are intended to establish the content and maturity of an organization’s HSEQ management system.

For any **“Yes”** answer provided, Husky requires a documented reference to a policy/procedure/standard and a copy of supporting documentation which can be referenced as evidence to validate any **“Yes”** answers. Any **“Yes”** answers not supported by documentation and appropriate references cannot be evaluated and may result in disqualification. All answers may be subject to further verification efforts by Husky.

Specific examples of the types of documentation such as procedures, samples of records etc. are described below each question as a suggested way of satisfying the required supporting evidence.

All submitted documentation must be packaged in such a way as to facilitate the ease of review and evaluation of the contents. This includes specific document page and or section references for each question in the order they are presented i.e. a Procedure to support an answer for question 5.8 must come after a procedure to support 2.6.

In many cases the same procedure or document may support multiple questions, please ensure the page or section reference is clear.

For Example:

Question 9.2. Does the change process clearly define change?

Response: YES Tab 9 Management of Change Procedure ABB-MOC-OPS-1234 Section 3.1 Page 4

In some cases a specific documented procedure may not exist to satisfy the question however a process may still exist. In such a case please provide a description of the process as it exists in your organization, these processes however will be subject to further verification as necessary.

**Much of this HSEQ Questionnaire can be answered by submitting the following documentation. This checklist list is ONLY A GUIDE and is not meant to be comprehensive or exclusive of other relevant information your organization may be able to provide to support your answers.**

**If there are any questions please contact the Husky Procurement Representative.**

| **Document Submission Checklist** | |
| --- | --- |
| **Document** | **YES/NO** |
| 1. HSE Manual |  |
| 1. Quality Manual |  |
| 1. HSEQ Policy(ies) |  |
| 1. Drug and Alcohol Policy |  |
| 1. New Employee Orientation and Induction Procedure(s) |  |
| 1. Risk Management Procedure(s) |  |
| 1. Emergency Response Plan |  |
| 1. Business Recovery/Continuity Plan |  |
| 1. Equipment Maintenance Program Manual |  |
| 1. Hazardous Areas Procedure(s) |  |
| 1. Training and Competency Procedure(s) |  |
| 1. Incident Management and Investigation Procedure(s) |  |
| 1. Environmental Protection and Management Procedure(s) |  |
| 1. Management of Change Procedure(s) |  |
| 1. Document Control Procedure(s) |  |
| 1. Confidential Information Procedure(s) |  |
| 1. Project Execution Procedure(s) |  |
| 1. Contractor Management Procedures |  |
| 1. Non-Conformance Procedure(s) |  |
| 1. Supplier/Contractor Evaluation Procedure(s) |  |
| 1. Materials Receiving Procedure(s) |  |
| 1. Audit Procedure(s) |  |
| 1. Lessons Learned Procedure(s) |  |
|  |  |
| **SAMPLES OF:** |  |
| 1. Annual HSEQ Performance Objectives, KPIs and current status |  |
| 1. Management Review Meeting Minutes |  |
| 1. Safety Meeting Minutes |  |
| 1. Safety Alerts or Bulletins |  |
| 1. Safety Observation Cards |  |
| 1. MSDS Register |  |
| 1. Risk Ranking Matrices |  |
| 1. Emergency Drill and/or Exercise Reports |  |
| 1. Job Descriptions for Management, Safety Critical Roles and those responsible for the Management System |  |
| 1. Hazardous Area Equipment Register |  |
| 1. Critical Equipment List |  |
| 1. Spare Parts for Critical Equipment Inventory List |  |
| 1. Failure Trends Analysis Report |  |
| 1. Maintenance System record for a critical system or piece of equipment |  |
| 1. Preventative Maintenance Backlog Statistics |  |
| 1. Sample of Calibration Record(s) |  |
| 1. Training Matrices |  |
| 1. Training Course Outline |  |
| 1. Incident Investigation Report |  |
| 1. Management of Change Form |  |
| 1. Internal and Supplier Audit Report |  |
| 1. Audit Schedule and current status |  |
| 1. Audit protocols or templates |  |
| 1. Corrective Action Management report and current status of all actions |  |
| 1. Purchasing/Contract Template |  |
| 1. Contractor Prequalification Questionnaire/Evaluation Form |  |
| 1. OHS Committee Meeting Minutes |  |
| 1. OHS Committee/WHSR Membership list and Terms of Reference |  |
| 1. Weld Map & NDE Log |  |
| 1. Sample Inspection and Test Plan |  |
| 1. Standard manufacturing record Book Index/Table of Contents |  |

**Provide HSE performance statistics for the last 3 years for the following information:**

**Statistics including Sub-Contractor data**

|  |  |  |  |
| --- | --- | --- | --- |
| ITEM | 20-- | 20-- | 20-- |
| Fatalities |  |  |  |
| Lost Time Injuries |  |  |  |
| # of Lost time Days |  |  |  |
| Restricted Work Cases |  |  |  |
| # of Restricted Work Days |  |  |  |
| Medical Aids |  |  |  |
| First Aids |  |  |  |
| Near Misses |  |  |  |
| Total Exposure Hours |  |  |  |
| LOST TIME INJURY RATE |  |  |  |
| TOTAL RECORDABLE INJURY RATE |  |  |  |
| Motor Vehicle Accidents |  |  |  |
| Reportable Environmental Spills |  |  |  |

**Statistics for Proponent Alone**

|  |  |  |  |
| --- | --- | --- | --- |
| ITEM | 20-- | 20-- | 20-- |
| Fatalities |  |  |  |
| Lost Time Injuries |  |  |  |
| # of Lost time Days |  |  |  |
| Restricted Work Cases |  |  |  |
| # of Restricted Work Days |  |  |  |
| Medical Aids |  |  |  |
| First Aids |  |  |  |
| Near Misses |  |  |  |
| Total Exposure Hours |  |  |  |
| LOST TIME INJURY RATE |  |  |  |
| TOTAL RECORDABLE INJURY RATE |  |  |  |
| Motor Vehicle Accidents |  |  |  |
| Reportable Environmental Spills |  |  |  |

* Lost Time Injury Rate based on 200,000 person hours
* Total Recordable Injury Rate based on 200,000 person hours

| **1** | **Leadership and Accountability** | **YES/NO** | **Tab #** | **Document Title** | **Document Number** | **Section and Page #** |
| --- | --- | --- | --- | --- | --- | --- |
| 1.1 | Does the organization have an HSEQ Policy or policy statement? |  |  |  |  |  |
| 1.2 | Does the organization have a formalized documented Management System |  |  |  |  |  |
| 1.3 | Does the leadership actively and visibly participate in and promote the Management System? |  |  |  |  |  |
| 1.4 | Does the organization participate in industry associations and other networking activities in order to integrate best practices? |  |  |  |  |  |
| 1.5 | Are the roles, responsibilities and accountabilities within the management system known, accepted and exercised? |  |  |  |  |  |
| 1.6 | Are clear goals and specific objectives for the management system established and is performance measured against these goals and objectives? |  |  |  |  |  |

| **2** | **Safe Operations** | **YES/NO** | **Tab #** | **Document Title** | **Document Number** | **Section and Page #** |
| --- | --- | --- | --- | --- | --- | --- |
| 2.1 | Is a comprehensive safety program implemented including documented safe work practices, job analysis, and hazard and risk assessments? |  |  |  |  |  |
| 2.2 | Is there an OHS Committee and/or a worker health and safety representative, or workplace health and safety designate in place? |  |  |  |  |  |
| 2.3 | Is there a program in place that includes requirements for human factors, ergonomic risk considerations, fatigue management, and workplace physical and mental demands are identified, analyzed and addressed? |  |  |  |  |  |
| 2.4 | Does the organization have a process by which at-risk behaviours and substandard conditions can be identified, recorded, analyzed and addressed e.g. a Safety Observation system? |  |  |  |  |  |
| 2.5 | Is there an industrial hygiene and medical surveillance program? |  |  |  |  |  |
| 2.6 | Is there a safe handling of chemicals and/or hazardous materials system? |  |  |  |  |  |
| 2.7 | Does the organization have a Drug and Alcohol Policy? |  |  |  |  |  |
| 2.8 | Is a process implemented to ensure the provision, training and use of appropriate Personal Protective Equipment (PPE)? |  |  |  |  |  |
| 2.9 | Are procedures implemented to ensure that information which is critical to safe and efficient operations is effectively communicated between all relevant personnel, including crew shifts and rotations. |  |  |  |  |  |

| **3** | **Risk Assessment and Management** | **YES/NO** | **Tab #** | **Document Title** | **Document Number** | **Section and Page #** |
| --- | --- | --- | --- | --- | --- | --- |
| 3.1 | Is there a documented risk assessment and management process or program? |  |  |  |  |  |
| 3.2 | Are risk assessed and managed to As Low as Reasonably Practicable? |  |  |  |  |  |
| 3.3 | Is a defined risk matrix tool used for risk assessments? |  |  |  |  |  |
| 3.4 | Are risks prioritized to people, environment assets and reputation? |  |  |  |  |  |
| 3.5 | Is a follow up process in place to ensure that risk management decisions and actions are recorded and tracked to closure? |  |  |  |  |  |
| 3.6 | Are risk assessments performed by qualified personnel with appropriate expertise? |  |  |  |  |  |

| **4** | **Emergency Preparedness** | **YES/NO** | **Tab #** | **Document Title** | **Document Number** | **Section and Page #** |
| --- | --- | --- | --- | --- | --- | --- |
| 4.1 | Does the organization have a response plan appropriate for their facilities/operation that is documented and communicated throughout the organization? |  |  |  |  |  |
| 4.2 | Is the plan based on specific hazards and risk assessments? |  |  |  |  |  |
| 4.3 | Are the incident coordination and area emergency response plans integrated with local responders as appropriate? |  |  |  |  |  |
| 4.4 | Are emergency preparedness and response plans reviewed periodically and updated? |  |  |  |  |  |
| 4.5 | Are emergency response personnel trained? |  |  |  |  |  |
| 4.6 | Is response equipment maintained? |  |  |  |  |  |
| 4.7 | Are simulations, drills or exercises conducted regularly? |  |  |  |  |  |
| 4.8 | Is a business recovery plan developed to address how critical business activities will be continued following a disruptive event? |  |  |  |  |  |

| **5** | **Reliability and Integrity** | **YES/NO** | **Tab#** | **Document Title** | **Document Number** | **Section and Page #** |
| --- | --- | --- | --- | --- | --- | --- |
| 5.1 | Are there procedures in place for asset operating, maintenance, monitoring, test, calibration, and inspection? |  |  |  |  |  |
| 5.2 | Has critical equipment been identified? |  |  |  |  |  |
| 5.3 | Has hazardous area equipment been identified and used as appropriate? |  |  |  |  |  |
| 5.4 | Are failure trends tracked, reviewed and analysed to identify persistent problems? |  |  |  |  |  |
| 5.5 | Are procedures implemented to manage the temporary disarming or deactivation and reactivation of critical equipment and devices? |  |  |  |  |  |
| 5.6 | Are critical tasks that require specific controls and competencies identified? |  |  |  |  |  |
| 5.7 | Is there a process for reporting of deficiencies and tracking the actions to resolve them? |  |  |  |  |  |
| 5.8 | Is there a system in place to formally control and record all work performed on an asset? |  |  |  |  |  |
| 5.9 | Is there a process implemented to plan, schedule and coordinate asset operations and work activities, for example shutdowns? |  |  |  |  |  |
| 5.10 | Is there a process implemented to identify spare parts, support and test equipment for critical items and ensure they are available when needed? |  |  |  |  |  |
| 5.11 | Are standardized performance indicators established, monitored and reported for core work processes to ensure they are carried out effectively and to drive continual improvement? |  |  |  |  |  |
| 5.12 | Is there a system implemented to monitor, report and manage maintenance, inspection, testing and monitoring backlogs? |  |  |  |  |  |
| 5.13 | Is there a process implemented for the calibration and control of measuring and testing equipment? |  |  |  |  |  |

| **6** | **Personnel Training and Competency** | **YES/NO** | **Tab #** | **Document Title** | **Document Number** | **Section and Page #** |
| --- | --- | --- | --- | --- | --- | --- |
| 6.1 | Are there documented role descriptions? |  |  |  |  |  |
| 6.2 | Are there documented training requirements for roles that identify initial, ongoing and refresher training? |  |  |  |  |  |
| 6.3 | Is there a competency assessment process or program? |  |  |  |  |  |
| 6.4 | Is there a company and role orientation program for new and/or transferred employees including safety training as a minimum. |  |  |  |  |  |
| 6.5 | Are there regular performance reviews? |  |  |  |  |  |

| **7** | **Incident Management** | **YES/NO** | **Tab #** | **Document Title** | **Document Number** | **Section and Page #** |
| --- | --- | --- | --- | --- | --- | --- |
| 7.1 | Are all incidents, including near misses reported, documented and maintained in an incident management system? |  |  |  |  |  |
| 7.2 | Is a proven investigation methodology used to identify root cause and actual/potential severity of incidents? |  |  |  |  |  |
| 7.3 | Are incident investigators appropriately trained? |  |  |  |  |  |
| 7.4 | Are actions raised, tracked and followed through to closure? |  |  |  |  |  |
| 7.5 | Are safety alerts and lessons learned from incidents communicated and acted upon? |  |  |  |  |  |
| 7.6 | Is incident data analyzed and reviewed? |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **8** | **Environmental Management** | **YES/NO** | **Tab #** | **Document Title** | **Document Number** | **Section and Page #** |
| 8.1 | Are environmental management systems established to eliminate, minimize, prevent, detect, control and mitigate environmental risks, address environmental impacts and demonstrate compliance with regulations? |  |  |  |  |  |
| 8.2 | Are metrics and targets set to drive continual improvement in environmental performance? |  |  |  |  |  |

| **9** | **Management of Change** | **YES/NO** | **Tab #** | **Document Title** | **Document Number** | **Section and Page #** |
| --- | --- | --- | --- | --- | --- | --- |
| 9.1 | Is there a documented management of change process to consider all changes that directly affect facilities, assets and people? |  |  |  |  |  |
| 9.2 | Does the process clearly define change? |  |  |  |  |  |
| 9.3 | Does the process include appropriate management review and approval? |  |  |  |  |  |
| 9.4 | Does the process ensure the documentation and tracking of changes? |  |  |  |  |  |
| 9.5 | Does the process consider requirements for training and documentation updates resulting from the change? |  |  |  |  |  |
| 9.6 | Does the process include tracking and closure of actions resulting from the change? |  |  |  |  |  |
| 9.7 | Does the process consider both permanent and temporary changes and ensure the scope and duration of temporary changes are not exceeded without review and formal approval? |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **10** | **Information, Documentation and Effective Communications** | **YES/NO** | **Tab #** | **Document Title** | **Document Number** | **Section and Page #** |
| 10.1 | Is there a document management system to manage technical and other documentation and ensure it is accessible and readily retrievable? |  |  |  |  |  |
| 10.2 | Is technical and management system documentation controlled to include peer review and management approval to manage creation and change? |  |  |  |  |  |
| 10.3 | Is information on applicable laws and regulations, licenses, permits, codes, standards and practices accessible? |  |  |  |  |  |
| 10.4 | Are superseded, cancelled or obsolete documents restricted or are clearly identified to prevent unintentional use? |  |  |  |  |  |
| 10.5 | Are records covering operations, maintenance, inspections and facility changes maintained and are these records auditable? |  |  |  |  |  |
| 10.6 | Are employee health, medical, occupational exposure and training records maintained with appropriate confidentiality? |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **11** | **Compliance Assurance and Regulatory Advocacy** | **YES/NO** | **Tab #** | **Document Title** | **Document Number** | **Section and Page #** |
| 11.1 | Is there a register of applicable laws regulation, codes and standards etc. identifying the need for regular currency review and the responsible roles? |  |  |  |  |  |
| 11.2 | Is there a non-compliance process to track deviations from internal or external requirements? |  |  |  |  |  |

| **12** | **Design, Construction Commissioning, Operating and Decommissioning** | **YES/NO** | **Tab #** | **Document Title** | **Document Number** | **Section and Page #** |
| --- | --- | --- | --- | --- | --- | --- |
| 12.1 | Is a project execution process used to incorporate health, safety, environment, loss prevention, and technical standards requirements? |  |  |  |  |  |
| 12.2 | Are operability, maintainability, reliability and total life-cycle cost systematically considered in the planning, design and construction process? Is operations and maintenance expertise fully integrated early into the process at the design and project stage? |  |  |  |  |  |
| 12.3 | Are approved loss prevention guidelines, design standards and procedures are fully utilized in the design, procurement and construction of all new or modified facilities that meet or exceed applicable regulatory requirements and encompass responsible requirements where regulations do not exist? |  |  |  |  |  |
| 12.4 | Are risk management practices and concepts incorporated in the design phase to meet operational integrity objectives? |  |  |  |  |  |
| 12.5 | Are human factor principles fully assessed and incorporated in the project? |  |  |  |  |  |
| 12.6 | Are deviations from approved design practices and standards or from the approved design reviewed and approved by the designated technical authority, and is the rationale for the decision fully documented? |  |  |  |  |  |
| 12.7 | Are quality assurance processes in place to ensure that facilities and materials specified, received and used meet specifications and that construction is in accordance with the applicable standards? |  |  |  |  |  |
| 12.8 | Is a formal pre-startup review performed and documented on all new or modified facilities prior to operation to confirm that they meet all applicable technical and operational requirements? |  |  |  |  |  |
| 12.9 | Is a process in place to ensure that any performance or integrity related issues identified during the course of commissioning, operating and decommissioning are captured, assessed and, where appropriate, resolved? |  |  |  |  |  |

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| **13** | **Contracted Services and Materials** | **YES/NO** | **Tab #** | **Document Title** | **Document Number** | **Section and Page #** |
| 13.1 | Is there a supplier or contractor pre-qualification and selection process? |  |  |  |  |  |
| 13.2 | Is there an approved prequalified Supplier/Contractor list? |  |  |  |  |  |
| 13.3 | Is there a process to ensure that received materials and services are verified against requirements? |  |  |  |  |  |
| 13.4 | Are interfaces with suppliers identified and managed? |  |  |  |  |  |
| 13.5 | Is there a process to identify non-conforming products and services and to prevent their release or inadvertent use? |  |  |  |  |  |
| 13.6 | Is supplier/contractor performance monitored and audited? |  |  |  |  |  |

| **14** | **Performance Assessment and Continuous Improvement** | **YES/NO** | **Tab #** | **Document Title** | **Document Number** | **Section and Page #** |
| --- | --- | --- | --- | --- | --- | --- |
| 14.1 | Are HSEQ performance indicators established and evaluated? |  |  |  |  |  |
| 14.2 | Is there an internal audit process? |  |  |  |  |  |
| 14.3 | Do audits follow established protocols and are they conducted by competent auditors, or audit teams, including expertise from outside the immediate unit? |  |  |  |  |  |
| 14.4 | Are findings from audits recorded, discussed and agreed with the assessed party and corrective action plans developed and tracked to closure? |  |  |  |  |  |
| 14.5 | Are management system processes and documentation periodically reviewed for effectiveness and adequacy? |  |  |  |  |  |
| 14.6 | Is a management review meeting held periodically? |  |  |  |  |  |

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| 7. Technical Requirements |

All respondents are asked to complete the questions below as part of your technical submission.  Answers to these questions can be submitted as an attachment to the questionnaire. Respondents should note that **all questions** must be answered and appropriate documentation supplied.

|  |  |
| --- | --- |
| **No.** | **Technical Questions** |
| A | Does your company have past experience in acquiring, processing and reporting on data in a similar geographic area/operating condition? If so, please outline. |
| B | It is envisioned that this contracted will be awarded for a multi-year term. For the initial year, will your company be able to conduct the workscope during the required period May-October 2017? Please confirm availability of equipment and personnel. |
| C | Please provide a brief outline of the proposed technology to be used to collect data. |
| D | Please provide specifications on the nominated vessel or vessels to be used for the site survey work (current season and future periods). |
| E | Please provide a valid Common Marine Inspection Document (CMID) or the Offshore Vessel Inspection Database (OVID) inspection report completed within last 12 months for the nominated vessel. |
| F | Please confirm that all potential vessel(s) is/are classed by a recognized international classification society (International Association of Classification Societies LTD.(IACS member)). |
| G | Please confirm that the nominated vessel(s) meet Standards of Training Certification & Watchkeeping (STCW) requirements for 24 hour operations. |
| H | Please confirm that the nominated vessel has accommodations appropriately suited for the number of persons working on the vessel and life-saving appliances corresponding to People on Board (POB) of the vessel.  In addition, please ensure that appropriate documentation is provided for any modifications to the vessel to demonstrate appropriate class and statutory approvals. |
| I | Please confirm that the nominated vessel has had a valid Dynamic Positioning (DP) failure modes and effects analysis (FMEA) and Annual DP Trials (where applicable). |

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| 8. Canada-Newfoundland and Labrador Benefits Compliance |

Husky Energy strongly supports providing opportunities to Canadian and in particular Newfoundland and Labrador companies and individuals, on a commercially competitive basis. Pre-qualified companies will be required to complete a Canada/Newfoundland and Labrador Benefit Questionnaire. Will you comply with requirements of Husky Energy (or any governmental authority) with respect to benefits and with all applicable guidelines of Husky Energy?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Yes |  | No |  |

# 9. Supplier Diversity

As part of our White Rose Diversity Plan, Husky Energy is collecting data on businesses owned and operated by members of designated groups (women, Aboriginal peoples, persons with disabilities, and members of visible minorities). Responding to the following questions is voluntary and will help us to better understand the diverse makeup of our supply chain. All information provided will be kept confidential by Husky and will be used only to assist us in ensuring that information related to procurement opportunities is appropriately targeted to diverse business owners.

1. Is your business 51% or more owned, managed and controlled by one of the following groups? Please check all that apply.

Women

Aboriginal peoples

Persons with disabilities

Visible minorities

None

1. Is your business currently certified with a national certifying organization(s)? Please check all that apply and provide applicable certification number.

CAMSC Certification #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WEConnect International Certification #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WBE Canada Certification #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Certification #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

None

1. Is your business currently a member of a supplier organization/association? Please check all that apply.

NLOWE

Noia

St. John’s Board of Trade

Other, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

None

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| 10. Attachments |

Please indicate all attachments:

| **No.** | **Attachment** | **Yes/No** |
| --- | --- | --- |
| 1. | Certificate of Incorporation. |  |
| 2. | Declaration of Residency. (sample format attached) |  |
| 3. | Copy of Organization Chart (with names) for key personnel supporting the contract scope of work. |  |
| 4. | A written statement indicating that there are no outstanding HSE charges, stop work orders or regulatory violations against your company. |  |
| 5. | A written statement indicating there are no outstanding non-conformances or audit action plans stemming from a Husky conducted Health, Safety, Environment and Quality supplier audit. |  |
| 6. | Is a Certificate of Clearance from the provincial Workplace Health, Safety and Compensation Commission (WHSCC) available upon request by Husky? (Note: The Workplace Health, Safety and Compensation Act requires all employers performing work in Newfoundland and Labrador to register with the Commission.  Source: http://www.whscc.nf.ca/employers/Emp\_RegisteringYourBusiness.whscc. |  |

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| 12. Additional Comments |

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**Sample Declaration of Residency**

Vendorrepresents that **\*** forCanadian Income tax purposes

**\*\* is** a resident of Canada

**is not** a resident of Canada

Furthermore, we attach a **Certificate of Incorporation** and undertake to immediately inform Husky Oil Operations Limited of any future change in our company’s tax status.

|  |  |
| --- | --- |
|  |  |
| **Name:** |  |
|  |  |
| **Title:** |  |
|  |  |
| **Signature:** |  |
|  |  |
| **Date:** |  |

\* (please include complete entity name)

\*\* (please check as appropriate)