

How To Use It

The guideline is written for:

- Procurement and purchasing personnel tasked with implementing an effective system to hire contractors or service providers.
- Managers monitoring the performance of contractors and service providers.
- Auditors as a basis to develop a contractor management system audit.
- Health and safety personnel tasked with facilitating cooperation on multiple employer work sites.

Review the six steps for successful hiring and management of contractor and service providers.

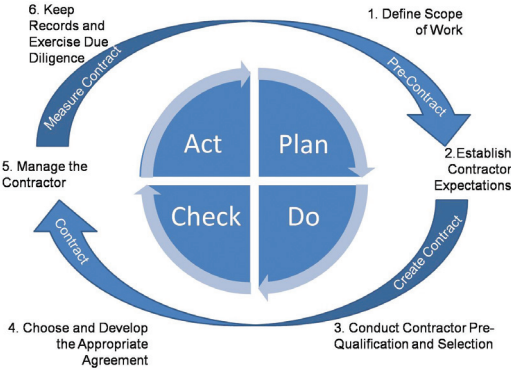
1. Define scope of work.
2. Establish contractor expectations.
3. Conduct contractor pre-qualification and selection.
4. Choose and develop the appropriate agreement.
5. Manage the contractor.
6. Keep records and exercise due diligence.

Compare the guidelines and action steps to your organizations process.

Use online tools and templates to form your customized system.

Adjust and revise as required.

Check out the Further Reading list for issues that are important for your organization.



What’s In It For You...

“The Contractor Management Systems Guideline from Enform provides a sound platform for all companies to make improvements in this important area.”
– Brent Harrison, Vice President EH&S, Encana Corporation.

For Companies:

Well-developed systems, guidelines and practices provide clear direction that helps all levels of business achieve success.

- An example of a contractor management system – templates, key steps, tables and definitions.
- A process-based contractor management practice aligned with a plan-do-check-act system that can result in continuous improved performance.
- Improved communication between hiring companies, contractors and the service providers they hire.

Already have a system? Keep it up-to-date by reviewing the latest best practices – use the guideline for a process to bench mark against.

For Contractors and Suppliers:

- A common basis for developing and implementing systems and processes that are consistent with the hiring company’s requirements.
- Satisfied customers through delivery on clear expectations.

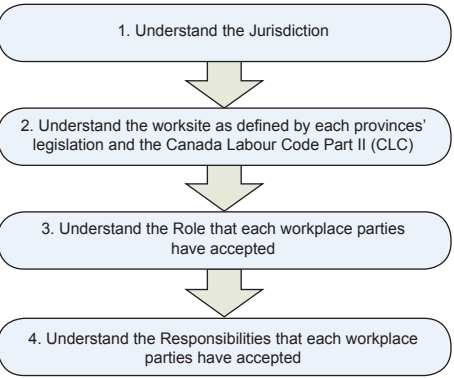
For Everyone:

- Well-developed systems, guidelines and practices provide clear direction that helps all levels of business achieve success.
- Efficient, safe, cost effective operations that support the bottom line.

Protect Yourself

Inefficient, incomplete or inconsistent contractor management practices greatly increase the risk of costly delays, incidents and hazards to health, safety, equipment and the environment. At worst they can lead to serious injury or fatality and an irrevocably damaged corporate reputation. The Contractor Management Systems Guideline will help companies reduce risks by implementing a process to hire the right contractor or service provider to do the job with the right equipment and the right plan in place to ensure safe, efficient work practices.

Framework for Assessing Legal Responsibilities



Plan Ahead

Safety doesn’t just happen. Plan for safe, effective results.

Make a list of the training and certification you expect any contractor or service provider to have, in addition to jurisdictional requirements/regulations. Consider including the following categories:

- Company orientation.
- Requirement of compliance with known industry recommended practices.
- Supervisor competency and training.
- Safety training certifications (e.g. H₂S Alive, First Aid, Workplace Hazardous Materials Information System, Transportation of Dangerous Goods).
- Trade-specific training and certification (e.g. journeyman apprentice).
- Special certifications (e.g. scaffolding, welding, quality control certification).
- Task-specific training (e.g. confined space entry, fall protection, B.C. tree fellers).

What The Guideline Delivers

The guideline provides a template for companies to develop a system to manage the risks associated with hiring contractors and service providers. Guiding employees and contractors to perform accurately, safely and professionally translates into work that is done right, on time and efficiently, which are tangible contributors to the bottom line.

Well-developed systems, guidelines and practices provide clear direction that helps all levels of business achieve success.

Clear, consistent guidelines and processes help contractors and service providers deliver the right services, the right way. It's a win-win.

Get Your Guide

Download a free electronic version of the Contractor Management Systems Guideline for your organization at:

www.enform.ca/publications/contractormanagementsystems

Or purchase a bound hard copy by contacting Enform at 403.250.9606 or 1.800.667.5557.

An Industry Product

The guideline was developed by industry for industry! Working collaboratively, Enform led cross-industry representatives in developing a guideline that meets the industry's needs. Canada's leading oil and gas industry trade associations support the use of the guideline to help companies of all sizes improve performance.

Enform: Your Partner in Safety

As the safety association for Canada's upstream oil and gas industry, our mandate is to develop safe work practices through a range of safety services and resources, including Industry Recommended Practices, safety alerts and updates, COR certification and Petroleum Safety Conferences.

Our portfolio of more than 120 industry-leading training programs covers safety, operations, technology and environmental management. All Enform products and services are developed in consultation with Canada's leading oil and gas industry trade associations.



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Contractor Management Systems Guideline

SAFETY SERVICES

THE SAFETY ASSOCIATION FOR THE OIL AND GAS INDUSTRY



Contractor Management Systems Guideline

- Learn how every organization and contractor can benefit from clear and consistent processes that contribute to the bottom line.
- Knowledge is the key to success: Well-developed systems, guidelines and practices make good business sense.

Contractor Management Systems Makes Good Business Sense

Many companies hire other companies and contractors to provide expertise or resources in order to get the work done. How the work is done can affect both the companies' and the suppliers' bottom line - costs, efficiency, reputation and performance. That is why Enform worked with cross-industry association members to develop a Contractor Management Systems Guideline.

The Contractor Management Systems Guideline applies to all types of projects undertaken by small, medium and large companies in the upstream oil and gas industry. Investing the time and effort required to adopt it makes good business sense.

Enform is the safety association for Canada's upstream oil and gas industry. For almost 60 years, Enform has been proud to work with industry to build a safe, well-trained workforce.

