



STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

REAL ESTATE DIVISION

Principal Office,
State Life Building No. 9,
Dr. Ziauddin Ahmed Road,
Karachi - 75530

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INSTRUCTION TO BIDDERS

**TENDER OF MAINTENANCE CONTRACT OF SUB-STATION EQUIPMENT INSTALLED AT
STATE LIFE BUILDING NOS. 1, 2, 3, 4, 9 & 11 LOCATED AT KARACHI.**

Enclosed, please find herewith Tender Documents for the subject work as per single stage two envelope procedure of PPRA Rules. Please submit/upload the same duly filled and completed in all respects on e-pads latest by **16-04-2025** at **11:00 a.m.**

Please note that bid security in shape of pay order/banker's cheque of Rs. 25,000/- (fixed) must be reach to 5th floor, Real Estate Division, Principal office, State Life Building No. 09Dr. Zia Uddin Ahmed Road Karachi before opening of the bids i-e **16-04-2024** at 11:00 A.M. However, scanned copy of the pay order/banker's cheque shall be submitted on e-pads with the other mandatory documents while submitting the bids. The bid will be rejected in case of non-submission of original bid security to this office before opening of bids. For further details, you may contact the undersigned before the opening of the Tender.

The Corporation reserves the right to reject any or all Tenders as per provisions of PPRA Rules.

STATE LIFE INSURANCE CORPORATION OF PAKISTAN

REAL ESTATE DIVISION

TENDER NO. RE/EL/SSE/MAR/03/2025

**INVITATION OF TENDER OF MAINTENANCE CONTRACT OF SUB-STATION
EQUIPMENT INSTALLED AT STATE LIFE BUILDING NOS. 1, 2, 3, 4, 9 & 11
LOCATED AT KARACHI.**

QUALIFICATION DOCUMENTS

ELECTRICAL SECTION (RE)
5TH FLOOR, STATE LIFE BUILDING #. 9,
DR. ZIAUDDIN AHMED ROAD,
KARACHI.

**TENDER OF MAINTENANCE CONTRACT OF SUB-STATION EQUIPMENT
INSTALLED AT STATE LIFE BUILDING NOS. 1, 2, 3, 4, 9 & 11 LOCATED AT
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TENDER NO. RE/EL/SSE/MAR/03/2025

MANDATORY REQUIREMENTS

- i.* Certificate of Electric Inspector Govt. of Sindh.
- ii.* Certificate of NTN, GST, SST on Service.
- iii.* Affidavit that the firm/company is not black listed by any Government/Semi Government / MNCs and private organizations.

BID EVALUATION CRITERIA

Sr. No.	Parameters against which Technical Evaluation shall be done	Annexure Page Ref #.	Scoring Brackets	Total Points Allocated
01.	<u>COMPANY PROFILE</u>			
	Years of Experience related to subject works (Please attach evidence)			
	• Up-to 4 years		4	10
	• 5 to 7 years		6	
	• 8 to 10 years		8	
	• 11 to 15 years		10	
02.	i. Similar Contracts of reputed/renowned firms in hand having value above 0.7 million per annum (Please attach evidence)			20
	• 04 Marks for each / per Contract			
	ii. Total similar contracts executed by the firm during last 05 years			30
	• 05 marks for each /per contract			
03.	Technical Staff with related experience related to the discipline			
	Number of Staff: up-to 15		05	10
	16 to 30		10	
04.	FINANCIAL STATUS OF THE FIRM			
	The Company must provide financial statement of last Three Years which includes (Balance Sheet, Income Statement, OR any other necessary documents showing financial standing of the firm.			20
	• Turnover Up to 1 Million average of last Three (average of last 03) years		10	
	• Turnover 1 million to 2.0 million (average of last 3 Years)		15	
	• Turnover >Above 2.0 million (average of last 3 Years)		20	
05.	Minimum balance in account should be greater than 0.5 million per month verified through bank statement		05	05
06.	PEC certificate		05	05
	TOTAL			100

NOTE: Qualifying Marks = 60 OR Above

(Any mis-declaration/misstatement will be taken seriously and company can be blacklisted. Same will be announced and informed in the newspapers, PPRA and to other relevant agencies).

SEAL & SIGNATURE OF THE CONTRACTOR

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TENDER NO. RE/EL/SSE/MAR/03/2025

GENERAL SCOPE OF WORK

A. MONTHLY INSPECTION:

The inspection of sub-station equipments (Annexure – A) shall be carried out as per following:

- i.* Monthly joint inspection by the contractor and the SLIC's engineer/supervisor or representative of PO to be carried out in the 3rd week of every month.
- ii.* Reports, regarding the inspection & recording of readings shall be submitted on SLIC's proforma as in "Annexure – B" to Engineer / Building Incharge / Supervisor for his remarks and recommendation regarding faulty components. It shall be noted that verified report of monthly inspection must be submitted in RE in the first week of every month.
- iii.* Minor repairs may be arranged during inspection if deemed necessary.

B. QUARTERLY MAINTENANCE SERVICE:

- i.* Quarterly servicing of the equipments as per scope of work. Report to be submitted on form of State Life Insurance Corporation of Pakistan (Annexure – C).
- ii.* Servicing, Overhauling & Calibration of instrument relays of HT & Main L.T panels as per scope of work.
- iii.* Checking of all the equipment of HT panel (CT and PT testing etc.) & LT panel with standard meters and value of the measurement should be mentioned in the report to evaluate the condition and performance of the panels.
- iv.* Insulation resistance measurement of entire L.T electrical network and recording of the same.
- v.* Detailed report regarding the condition of entire electrical system shall be submitted.

NOTE:

Please note that quarterly maintenance shall only be conducted on Sunday or on holidays. Without specific reading of the testing of equipment, the report will not be considered. The work shall only be carried out with the prior approval of time and date by State Life.

C. YEARLY MAINTENANCE SERVICES:

- i.* Last quarterly service will be called yearly maintenance service and all the work specified in quarterly maintenance service shall be carried out accordingly.
- ii.* Oil testing of 11 KV OCB and transformer for dielectric strength / check (Reports to be submitted).
- iii.* Thermo scanning of Sub-station equipment as and when required. Report to submitted and scanning charges will be paid separately.

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D. EMERGENCY SERVICE / CALL SERVICES:

- i.* On receipt of any complaint (via phone call, letter or fax), the contractor will attend the complaints within 2 Hours. Reason as political strikes etc, for not attending the complaints shall not be accepted. All the collective and precautionary measures under taken by contractor regarding maintenance / servicing shall be checked and supervised by electrical Incharge / Supervisor / Officer.
- ii.* To immediately attend all emergency breakdowns and replacement works. All such repairing works are to be supervised and controlled by an experienced person / qualified Engineer.
- iii.* For major breakdowns and replacement/repairing of H.T, L.T Panels, Transformers & PFI involving additional manpower & material, the payment shall be considered separately on actual cost + 20% overhead / profit subject to prior approval & verification of State Life Site Incharge / Engineer. Please note that in case of minor replacement work, the actual cost of the components will be paid only. In case, SLIC provides the material, then overhead / profit charges will be paid @ 15%.
- iv.* In case of maximum/more additional manpower for any major repairing/ replacement works the payment shall be made as per numbers of Labour, Technician, Supervisor, Engineer / involved.
No charges shall be paid in case of minor replacement/repairing work.

E. VARIATION IN CURRENCY & TAXES

During period of contract no currency variation, taxes escalation or labour escalations or any additional escalations like Govt. contribution (like EOBI/SESSI etc) shall be claimed by contractor or entertained by State Life after award of Contract.

MAIN L.T. & EMERGENCY PANELS:

- i.* Cleaning of terminal contacts of Vm, Am, selector switches and calibration of meters if required. Checking connections of CTS.
- ii.* Cleaning/Dust blowing of panels.
- iii.* Cleaning of terminal contact on bus bar and tightening of connections.
- iv.* Checking the resistance of bus bar (semi-annually) half yearly.
- v.* Checking and tight Conn. At ACB/MCB/Fuse switches.
- vi.* Check for proper grounding of panels.

SEAL & SIGNATURE OF THE CONTRACTOR

PFI PLANT:

Same as main panel and emergency panel but comprising of:

- i.* Setting of Reactive power relay with respect to the load if required. The reading should not less than 0.9 in all respects.
- ii.* Checking of HRC fuses, capacitors, indicating lamps, contactors and ensures that all of them are normally functioning.
- iii.* Arrangements to be made for the replacement of defective components.

REMARKS:

- i.* No extra charges shall be paid in case of any change/revision in the currency value.
- ii.* Contract price/rates shall include all kind of taxes and duties.
- iii.* No extra labour charges shall be entertained for the normal maintenance/repairing of the specified equipment.
- iv.* Necessary arrangements, as and when required shall be made to deposit the used/unused/scrap material in central store located at State Life Building #. 2, Karachi.

SEAL & SIGNATURE OF THE CONTRACTOR

1. GENERAL TERMS & CONDITIONS:

- i. Tender are invited for Yearly Maintenance of Electrical Works (Sub-Station Equipment) at State Life Building Nos. 1, 2, 3, 4, 9 & 11 Karachi.
- ii. Tender shall be submitted/uploaded on e-pads. Manual submission will not be accepted.
- iii. Tender documents (all papers) must be initiated to signify the acceptance of tender's conditions.
- iv. State Life Insurance Corporation of Pakistan have right to accept / reject the lowest or any tenders received as per PPRA Rules.
- v. Any conditional tender will not be accepted and liable to rejection.
- vi. Only quailed bidders will be considered for opening of financial bid on e-pads as per single stage two envelop procedure of PPRA rules
- vii. State Life will not be responsible for any loss to life and will not accept any claim, liabilities or compensation.
- viii. 5% deductions will be made from monthly bill upon unsatisfactory performance after serving notice.

2. SIGNING OF CONTRACT AGREEMENT:

- i. Upon acceptance of the tender the contractor shall execute with the State Life Insurance Corporation of Pakistan a proper agreement on a non-judicial stamp paper containing certain terms and conditions in the form prescribed by the State Life within 15 days from the acceptance of work order / letter of award the cost of stamp duty (if any) shall be borne by contractor.
- ii. The contract shall be governed and interpreted in all respects in accordance with the law of land.
- iii. In case of any dispute, Divisional Head (Real Estate Division) State Life is the final arbitrary authority to settle the matter and contractor will be liable to accept his decision.

3. TERMINATION:

- i. In any case the employer shall have the right to terminate the contract wholly or partially by giving a notice of 30 days to the contractor upon his failure.
- ii. Contractor can terminate the contract after serving Three (03) Months' notice for reasons as provision of Tender.

SEAL & SIGNATURE OF THE CONTRACTOR

LIST OF SUB – STATION EQUIPMENTS FOR INSPECTION, SERVICING FOR MAINTENANCE

Sr. No.	DESCRIPTION	State Life Building Nos.						GRAND TOTAL
		1	2	3	4	9	11	
1	HT 11 KV VCB / OCB	04	04	01	01	03	03	16
2	TRANSFORMER 500 KVA TO 1500 KVA	03	03	01	01	02	02	12
3	MAIN LT. PANEL BOARDS	03	03	01	02	02	02	13
4	EMERGENCY PANELS	01	03	-	-	01	01	6
5	PFI PLANTS	03	03	01	02	02	02	13

Annexure – B

1. H.T Panel / Instrument
<i>i.</i> Indication Lights <i>ii.</i> Volt Meter Reading <i>iii.</i> Selector switch <i>iv.</i> Ampere meter reading <i>v.</i> Selector switch <i>vi.</i> Reading of KWH / MDI <i>vii.</i> Reading of KVARH <i>viii.</i> General cleaning (outside only)
2. TRANSFORMER
<i>i.</i> Check Oil Level <i>ii.</i> Inspection of silica gel <i>iii.</i> General cleaning excluding top plate (safety measures to be taken) <i>iv.</i> Record temperature (C°)
3. L.T PANEL / INSTRUMENTS
<i>i.</i> Indication lights <i>ii.</i> Volt meters (Main) <i>iii.</i> Selector switch <i>iv.</i> Ampere meter (Main) <i>v.</i> Selector Switch <i>vi.</i> Ampere meters (Floor) <i>vii.</i> General cleaning of External side of L.T panel, emergency & P.F.I.P

SEAL & SIGNATURE OF THE CONTRACTOR

SCOPE OF WORKS
(QUARTERLY MAINTENANCE)

H. T. PANEL:

- i.* Checking of oil level for OCB.
- ii.* Testing of oil for OCB (Yearly).
- iii.* Checking and cleaning of fixed / moving contracts.
- iv.* Checking the lowering and raising mechanism of trolley and making its operation smooth.
- v.* Check for proper grounding.
- vi.* Proper cleaning of panels.
- vii.* Cleaning, checking & tightening of terminal of Vm, Am, Kwh meter & MDI meter.
- viii.* Cleaning, checking insulation resistance of bus bars.
- ix.* Cleaning, checking and tightening the connection at bus bars.
- x.* Tightening the connection of CTS & PTS along with checking through meters and values shall be shared in the report.
- xi.* Checking that all meters are working perfectly. Necessary test and calibration of meters shall be performed if required.
- xii.* Tightening, cleaning and alignment of auxiliary contacts.

TRANSFORMER:

- i.* Checking of oil level.
- ii.* Testing of all (Yearly).
- iii.* Checking and cleaning of terminal / contacts of Bucholz Relay.
- iv.* Cleaning of Hv, LV and siliconing bushes.
- v.* Checking the mechanism of off load tapping switch handle for its proper operation.
- vi.* Checking and repairing of leakages if required.
- vii.* Check breather of transformer (silica gel) and replace it if required.
- viii.* Check oil level in oil tank reservoir and top up if necessary.
- ix.* General cleaning of transformers.

PFI PLANT:

- i.* Cleaning of terminal contacts for selector switch & others & calibration of PFI Relay, if required. Checking connections of CTs
- ii.* Cleaning of dust blowing off panels
- iii.* Cleaning of terminal contacts on bus bar and tightening of
- iv.* Checking the resistance of bus bars
- v.* Check for proper grounding of panels
- vi.* Setting of reactive power Relay with respect to the load, if required. the reading should not less than 0.9 in all respect
- vii.* Checking of HRC Fuses, Capacitors, Indicating Lamps, Contactors and ensure that all of them are normally functioning

MAIN LT & EMERGENCY PANELS:

- i.* Cleaning of terminal contacts of VM, AM, Selector Switch & Calibration of meters, if required. checking connections of CTs.
- ii.* Cleaning of dust blowing of panels
- iii.* Cleaning of terminal contacts on bus bar and tightening of connections, if required
- iv.* Checking the resistance of bus bars
- v.* Checking and tight connection of ACB / MCB / Fuse Switches
- vi.* Check for proper grounding of panels

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**TENDER OF MAINTENANCE CONTRACT OF SUB-STATION
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TENDER NO. RE/EL/SSE/MAR/03/2025

FINANCIAL BID

**REAL ESTATE DIVISION
5TH FLOOR, STATE LIFE BUILDING #. 9,
DR. ZIAUDDIN AHMED ROAD,
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BILL OF QUANTITIES

A- SCOPE OF WORK

SCOPE OF WORK / SPECIFICATION	Services Charges Per Month	Contract Amount For One (01) Year
Servicing & Maintenance charges for Sub-station equipments located at State Life Building Nos. 1, 2, 3, 4, 9 & 11 Karachi.		
Total Contractual Amount per Annum (A)		

B- RATES ONLY:

Every contractor will also provide the rates of the following items. The rates must include supply, transportation, taxes / octroi & labour charges etc.

	Item	Approx Quantity	Unit	Rates (Rs.)	Total Amount (Rs.)
i.	Supply and refilling of dehydrated transformer Oil	100	Liter		
ii.	a) Centrifuging of Oil (H.T Panel)	60	Liter		
	b) Centrifuging of Transfer Oil	4500	KVA		
iii.	Silica Gel	24	Kg		
iv.	Oil Testing Charges	08	Test		
Total Contractual Amount per Annum (B)					

TOTAL QUOTED AMOUNT (A+B) _____

Note: All the rates quoted at A & B shall remain intact for the period of one year from date of award of work / signing of contract.

SEAL & SIGNATURE OF THE CONTRACTOR

APPENDIX

SPECIAL CONDITION

TENDER NO. RE/EL/SSE/MAR/03/2025

**SUB: PROVIDING SERVICES OF ELECTRICAL STAFF FOR ELECTRICAL WORKS
AT STATE LIFE BUILDING NOS. 1, 2, 3, 4, 9 & 11 KARACHI.**

01.	Date and time of opening of Tender	Submission of Bid on <u>16-04-2025</u> before 11:00 AM through e-procurement system EPADS of PPRA. Opening of Technical Bid on <u>16-04-2025</u> @ 11:30 a.m on e-procurement system EPADS of PPRA.
02.	Amount of Bid Security (Pay Order) to be submitted with Tender.	Rs. 25,000/- in shape of Pay Order in favour of Stat Life Insurance Corporation of Pakistan else the Tender will be rejected.
03.	Release of Bid Security	i. Bid security of unsuccessful bidder shall be released on acceptance of the lowest bid. ii. Bid security to the lowest bidder shall be released upon submission of performance bond.
04.	Period of Contract	One (01) Year
05.	Date of Commencement of Work	Date of acceptance of work order.
06.	Method of Mode of Payment	On monthly basis subject to submission of bill along with reports duly signed by SLIC representative, complete in all respects.
07.	Deduction of Retention Money	05% Retention Money will be deducted from all monthly bill
08.	Release of Retention Money	After the satisfactory completion of contract.
07.	Income Tax / Sales Tax / GST	As per procedure / rules announced by Govt. of Sindh/Pakistan time to time.
08.	Performance Bond	05% of total contract amount from scheduled bank of Pakistan. The format is attached at Appendix "C". Performance bond shall be released after successful completion of contract period
09.	Validity of Bid	120 Days (One Hundred & Twenty)
10.	Forfeiture of the Bid Security	a. If any bidder wants to withdraw from bidding process after opening of financial bid. b. If the bidder does not accept Letter of Award or refuse to enter in contract
11.	Penalty on Poor performance	An amount of 5% may be deducted from monthly bill on poor performance, poor workmanship / unsatisfactory report from State Life Official.
12.	Black listing	As per blacklisting procedure of SLIC.

SEAL & SIGNATURE OF THE CONTRACTOR

FORM OF PERFORMANCE SECURITY (Annex-C)
(Bank Guarantee)

Guarantee No. _____
Executed on _____
Expiry _____ date _____

[Letter by the Guarantor to the Employer]

Name of Guarantor (Bank) with address:

Name of Principal (Contractor) with address:

Penal Sum of Security (express in words and figures)

Letter of Acceptance No.

Dated

KNOW ALL MEN BY THESE PRESENTS, that in pursuance of the terms of the Bidding Documents and above said Letter of Acceptance (hereinafter called the Documents) and at the request of the said Principal we, the Guarantor above named, are held and firmly bound unto the (hereinafter called the Employer) in the penal sum of the amount stated above for the payment of which sum well and truly to be made to the said Employer, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the Principal has accepted the Employer's above said Letter of

Acceptance for _____

(Name of Contract) for the _____
(Name of Project).

NOW THEREFORE, if the Principal (Contractor) shall well and truly perform and fulfill all the undertakings, covenants, terms and conditions of the said Documents during the original terms of the said Documents and any extensions thereof that may be granted by the Employer, with or without notice to the Guarantor, which notice is, hereby, waived and shall also well and truly perform and fulfill all the undertakings, covenants terms and conditions of the Contract and of any and all modifications of said Documents that may hereafter be made, notice of which modifications to the Guarantor being hereby waived, then, this obligation to be void; otherwise to remain in full force and virtue till all requirements of relevant Clause , Defects after Taking Over, of Conditions of Contract are fulfilled.

Our total liability under this Guarantee is limited to the sum stated above and it is a condition of any liability attaching to us under this Guarantee that the claim for payment

in writing shall be received by us within the validity period of this Guarantee, failing which we shall be discharged of our liability, if any, under this Guarantee.

We, _____ (the Guarantor), waiving all objections and defenses under the Contract, do hereby irrevocably and independently guarantee to pay to the Employer without delay upon the Employer's first written demand without cavil or arguments and without requiring the Employer to prove or to show grounds or reasons for such demand any sum or sums up to the amount stated above, against the Employer's written declaration that the Principal has refused or failed to perform the obligations under the Contract which payment will be effected by the Guarantor to Employer's designated Bank & Account Number.

PROVIDED ALSO THAT the Employer shall be the sole and final judge for deciding whether the Principal (Contractor) has duly performed his obligations under the Contract or has defaulted in fulfilling said obligations and the Guarantor shall pay without objection any sum or sums up to the amount stated above upon first written demand from the Employer forthwith and without any reference to the Principal or any other person.

IN WITNESS WHEREOF, the above-bounden Guarantor has executed this Instrument under its seal on the date indicated above, the name and corporate seal of the Guarantor being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

Guarantor (Bank)

Witness:

Signature

1. _____ Name

Corporate Secretary (Seal)

Title

2.

Name, Title & Address

Corporate Guarantor (Seal)



STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

Construction Site HSE Inspection

Project / Building Name

Date:

YES

NO

NA

1. GENERAL SITE SAFETY

I	Adequate signage is displayed for safety procedures and hazards			
II	The site has a designated first aid station and emergency medical procedures.			
III	Fire extinguishers and other firefighting equipment are strategically placed.			

OBSERVATIONS

2. PERSONAL PROTECTIVE EQUIPMENT (PPE) Depend on type of activity

I	Workers are wearing appropriate PPE as required by their tasks			
II	PPE is in good condition and properly fitted for each worker			
III	Additional specialized PPE (e.g., fall protection, respiratory protection) is provided where needed			
IV	Adequate supplies of PPE are available for all workers			

OBSERVATIONS

3. WORKSITE HOUSEKEEPING

I	Work areas and access routes are clear of debris and hazards			
II	Are signs posted to warn of wet floors			
III	Waste and construction materials are properly disposed of or stored.			

IV	Tools and equipment are stored securely when not in use.			
V	Hazardous substances are stored and labeled correctly.			
VI	Care Related to floor Mopping			

OBSERVATIONS

4. SCAFFOLDINGS AND LADDERS

I	Scaffoldings are erected and used according to safety standards.			
II	Ladders are in good condition and used safely with appropriate access			
III	Proper fall protection measures are in place for elevated work.			
IV	Scaffoldings and ladders are inspected regularly for defects.			

OBSERVATIONS

5. ELECTRICAL SAFETY

I	Electrical installations comply with safety regulations and codes			
II	Electrical panels and circuits are properly labeled and accessible			
III	Power tools and electrical equipment have grounded plugs.			
IV	Workers are trained in electrical safety and lockout / tag out procedures			

OBSERVATIONS

6. MATERIAL HANDLING

I	Safe lifting and material handling practices are observed			
II	Mechanical lifting equipment is inspected and certified			
III	Workers are trained in material handling safety techniques			

IV	Heavy materials are securely stacked and stored to prevent collapse			
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OBSERVATIONS

7. HAZARDOUS SUBSTANCES

I	Chemicals are properly labeled, stored, and handled		
II	Material Safety Data Sheets (MSDS) are available for hazardous substances		
III	Workers are informed about the hazards and safe handling of chemicals		
IV	Spill kits and emergency response procedures are in place		

OBSERVATIONS

8. EMERGENCY PREPAREDNESS

I	Emergency response plans are posted, and workers are familiar with them.		
II	Evacuation routes and assembly points are clearly marked.		
III	First aid kits and medical emergency procedures are accessible		
IV	Workers are trained in emergency response and evacuation procedures		

OBSERVATIONS

9. WORKSITE TRAFFIC MANAGEMENT

I	Traffic routes are clearly marked and separate from work areas		
II	Adequate traffic signs and barriers are in place to control vehicle movement.		
III	Workers and vehicle operators are trained in traffic safety rules		
IV	High-visibility clothing is worn by workers in traffic areas		

OBSERVATIONS

10. Waste Disposal

I	Ensure there are adequate numbers of containers?		
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II	Ensure there are separate and approved containers for toxic and flammable waste?		
III	Ensure waste containers located where the waste is produced?		
IV	Ensure waste containers are emptied regularly?		

OBSERVATIONS

11. HSE TRAINING AND COMPETENCY

I	Workers receive HSE induction and specific job training		
II	Competency assessments are conducted for specialized tasks		
III	Records of training and competency assessments are maintained		
IV	Workers are periodically retrained on HSE topics.		

OBSERVATIONS