Document list to facilitate STOW Assessment

No	Element	Support Document	Available (Yes/No)
1	**HSE Management, Leadership and Accountability**	HSE Policy	
		Document Familiarization process	
		Training records	
		HSE Performance Plan	
		HSE rules	
		Right for Refusal to work communication procedure	
		Contractor assessment\selection program	
		Financial budget	
		Documented roles, responsibilities and accountabilities for HSE performance with records of communication of same and associated sanctions for non-compliance to employees	
		Organizational chart of HSE duties with emphasis on critical functions	
		Resource allocation for HSE activities	
		Documented approach to recognition and reward for good HSE performance with records of instances where this was applied.	
		Equipment inspection records	
		Records for Management Site visits / Audits / Interventions/ Engagement	
		KPI Template	
		Work authorizations document	
2	**Legal Requirements and Document Control**	Gap analysis reports for specific / major legislation: OSH Act, EM Act etc.	
		Document management system description and procedure	
		HSE documents and records Listing	
		Evidence of mechanisms to identify legal requirements – memberships, affiliations, participations in committees etc.	
		Legal requirement Register	
		Document change request process	
3	**Risk and Change Management**	HSE risk management process	
		Training and competence records for personnel assigned to Risk Management activities	
		Safe work procedures	

		JHA policy/procedure and records of JHAs completed	
		Tool box talk records	
		Risk Register	
		Management of Change process	
4	**Planning, Goals and Targets**	Description of Business Planning process and sample of latest Business Plan / Budget	
		HSE goals and targets as well as recent performance data	
		Organizational chart	
		Documented work procedures (SOPs) which emphasis hazards and associated safeguards	
		Method statements for sequence specific tasks	
5	**HSE Competency and Training**	Training Programs	
		Training provider selection system	
		HSE Leadership / HSE Management Training matrix	
		Training needs analysis	
		Training records – with particular emphasis on Safe Work Procedures, SOPs, Incident reporting and investigation, ERP, PPE Use and Maintenance, hazard communication for chemicals, Defensive Driving, T-Bosiet for offshore contractors	
		Process for Behavioral Safety management	
		Register of Drivers of vehicles / Operators of mobile equipment	
6	**Security**	Organizational database	
		Character background check procedure and records	
		Asset and personnel controls	
7	**Health and Hygiene**	Substance abuse policy and program	
		Fitness for duty Program	
		Description of provisions for First Aid and Medical Treatment	
		Health risk management plan	
8	**Environmental Management**	Environmental Policy	
		Environmental Impacts \Aspects assessment	
		Environmental management program	
		ERP and Environmental Drills report	
		Waste Management Policy	
		Waste disposal procedures	
		Records of chain of custody and disposal	

		certificates	
		Spill Response Procedures – specific to most likely spill scenarios	
		Hazard Communication Programme	
9.	**Incident Reporting and Investigation**	Procedure for STOP work communication	
		Incident reporting form\process	
		Investigation report \form process	
		Incident investigation process for all incidents	
10	**Crisis and Emergency Management**	ERP Plan	
		Drill schedule and reports	
		Identification of emergency situation and consequences	
		ERP Training and equipment listing	
11	**Monitoring, Audit and Review**	HSE Auditing program	
		Inspections report	
		Management review records	
		Policy and standard reviews	