


The Tata Power Company Ltd		<i>Business Associate's Safety Code of Conduct</i>
<i>Document no TPSMS/GSP/CSM/015/REV 08</i>		<i>Date of Issue: 01/04/2024</i>

Business Associate's Safety Code of Conduct

Reason for Change	Date of Last Revision	Prepared By	Reviewed By	Approved by 
CSCC is termed as BASCC. CSCC is internal Process and Safety terms, and condition is binding documents for Business associates. Addition of Definition. Defining responsibility, Procedure added, Appendix 13 to 15 added.	<u>11-May-2015-R1</u> <u>01 August-2023-R7</u>	CFT members from all cluster	Corporate Safety Team.	Suresh H Khetwani (Chief safety and Environment)

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1.0 Objective

- The Tata Power engages Business Associate workforce to execute, run and maintain various operating sites and facilities across locations for various business verticals including Generation, Transmission, Distribution and Renewable must perform work in a manner consistent with Tata Power Policies, Principle, values, working standard applied to activities range from project execution, operation, and maintenance to facilities management.
- The management of Business Associate safety represents a significant challenge for management. Tata Power has a responsibility to ensure that Business Associate s are provided with enough information and support to enable them to conduct their roles safely and without endangering health and safety of their own workforce or that of our staff.

2.0 Scope

- This procedure applies to all operating and project sites of The Tata Power Company Ltd and Group companies including new businesses like Electric Vehicle charging, Home Automation, Micro grid, Roof top solar etc. This Code of Conduct also applies to all operating and project sites of four Odisha Discom and New business based on mutually agreed timeline for implementation.
- This document is applicable to Odisha Discom also. Odisha Discom are a joint venture between Tata Power and the Government of Odisha with the majority stake being held by Tata Power Company (51%). ODISHA DISCOMS is a state electricity distribution utility with sole rights to distribution of electricity in the Odisha covering the distribution companies such as TPNODL, TPCODL, TPSODL and TPWODL. In accordance with the Electricity Act. ODISHA DISCOMS engages Business Associate workforce to execute, run and maintain various operating sites and facilities across locations the activities range from project execution, operation & maintenance of facilities.

3.0 Definitions

- 3.1. **Contract:** A written agreement between The Tata Power and its Business Associate(s) to supply manpower, services, and/or materials or to carry out the whole or part of any work required by Tata Power (R8).
- 3.2. **Contract Administrator (CA):** An officer from Tata Power, accountable for managing contract related activities for implementation of the entire BASCOC (R8).
- 3.3. **Order Manager/Engineer in charge:** Order Manager/Engineer in charge is the Tata Power-Division /DISCOM representative, who has the ownership of the given job.
- 3.4. **Site Safety Management Plan:** It is the safety plan agreed between Business Associate and Tata Power-Division/DISCOM. It will contain the entire job specific safety requirement and will be signed by the Business Associate.
- 3.5. **Business Associate /Vendor (BA):** An individual or a company that provides services to Tata Power-Division/DISCOM under a signed contract.
- 3.6. **Business Associate's Supervisor:** The link between The Tata Power and the Business Associates employees. He coordinates the work of his company's employee on site and is responsible & accountable for the safety of contract workforce. He will collaborate with site safety supervisor (SSS) (R8).

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- 3.7. BA Employee(s):** Any person(s) employed by a Business Associate having gate pass of BA to carry out the contracted work, but not employed directly by Tata Power (R8).
- 3.8. Sub-Vendor:** Any entity or person engaged & registered as per Tata Power Sub-vendor norms, by a main/prime Vendor to assist in execution of the job.(R8)
- 3.9. Emergency:** It is a serious, unexpected, or dangerous situation requiring immediate action, which may result in loss of life, loss of revenue/property, business discontinuity. In case of Emergency, services may be procured by selecting the qualified vendor based on the vendor category without the safety bid evaluation and approved by adequate authority of MB level or above.
- 3.10. Expert Service jobs:** Jobs which needs expert services of Business Associate which does not involve direct exposure to the potential risk or work which involves only supervisory work such as expert for AI-ML, expert for transmission and distribution network, expert for civil works, expert on transformers, expert for PSCC, expert for equipment overhaul etc.
- 3.11. CEO/Chief/Head of division/Unit/Utility:** Business in charge who is overall custodian of the Tata Power-Division/DISCOM.
- 3.12. Category A: Business Associate/ Vendor:** Vendor eligible to carry out Very High & High risk (as per Tata Power-Division Hazard Identification and Risk Analysis Procedure) and /or Long-Term Contract related to operation and maintenance (O&M) of plant. Vendors must fulfil the requirement specified for Category A in Appendix 4-CSMF-4 of this document.
- 3.13. Category B: Business Associate/ Vendor:** Vendors eligible to carry out technical jobs, that are classified under Medium / ~~low~~ risk. Vendors must fulfil the requirement specified for Category B in Appendix 4-CSMF-4 of this document.
- 3.14. Category C: Business Associate/ Vendor:** Vendors eligible for to carry out low or very low risk administrative and office jobs. For this he must fulfil the requirement specified for Category C in Appendix 4-CSMF-4 of this document.
- 3.15. Category D: Business Associate/ Vendor:** All Consultants, Medical Practitioners or vendors taking job from Tata Power and working from their own premises (e.g., motor rewinding at vendor's shop floor, equipment sent for repair to vendor's works etc.) are classified as Category D Vendor.
- 3.16. High Risk Jobs:** A Job or its activities are considered as Very High or High Risk when Order manager apply the "Tata Power Hazard Identification and Risk Analysis" procedure and found safety risk associated with are under Very High or High category. Indicative lists of jobs are given in appendix 13(R8) of this document.
- 3.17. Medium Risk Jobs:** Jobs or its activities are considered as medium risk when Order manager apply "Tata Power Hazard Identification and Risk Analysis" procedure and found the same as Medium Risk.
- 3.18. Low Risk Jobs:** Any job or its activities are considered as Low or Very low risk while Order manager calculated it by applying "Tata Power Hazard Identification and Risk Analysis" procedure and found it under Low or Very Low category.
- 3.19. Long Duration Jobs:** When the duration of job is more than 12 months, it is considered as long duration job.

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3.20. High Value Jobs: When the value of the job contract is Rs. One Crore or more, it is considered as High value job.

3.21. Strategic Business Unit-SBU/Division/Discom: A strategic business unit is a **fully functional, independently operational setup of a particular business and** an important part of the Tata power company.

4.0 Responsibilities

4.1 Contract Administrator (CA): Contract Administrator is Tata Power-Division /DISCOM representative, who is responsible for ensuring the overall management and implementation of the BASCC standard and process, right from the registration to periodic evaluation of the BA (R8).

4.2 Order Manager/Engineer in Charge: Order Manager is Tata Power-Division /DISCOM representative , who is responsible for:

- 4.2.1 Assessment of Safety Potential of new vendor before registration along with SCG.
- 4.2.2 Safety Evaluation of the bids along with SCG.
- 4.2.3 Finalizing the Site Safety Management Plan along with Business Associate, Safety Concurrences Group, Divisional Safety Head and Expert (External or Internal) if required.
- 4.2.4 Ensuring that potential safety hazards are identified and controlled before any contracted work starts. Hazard identification should be conducted using multi-disciplinary teams which includes members from competent safety professional/execution team/competent BA supervisor & workforce to understand and identify project-specific safety hazards (R8).
- 4.2.5 Ensuring that Pre-work meeting/TBT & Mass meeting are being held either under his/project owner's supervision and/or under the BA's qualified and designated representatives (R8).
- 4.2.6 Ensure 100% safety capability building SHE L1, L2, L3 for Business Associate work force and supervisor before start of Job.
- 4.2.7 Ensure Business Associate SHE L1 safety revalidation test for all work force quarterly or Half yearly for new business such as Odisha Discom.
- 4.2.8 Conduct competency assessment of all critical work force working on High-Risk Jobs based on Experience, Technical skill and Safety capability through Business Associate representative along with division/Discom safety representative.
- 4.2.9 Supervise and ensure work is carried out as per the Site Safety Management Plan including agreed Risk Assessment (HIRA/JSA) and Method Statement.
- 4.2.10 Conduct audit and evaluate Safety Performance of Business Associate including Star rating of Business Associates within specified period as per guidelines and ensure all High-risk & Medium -risk jobs are performed by competent vendors 4-Star&above and 3-star& above respectively.
- 4.2.11 Monthly auditing BA activities to determine compliance with the Safety terms and conditions of the Contract. All violations shall be brought to the attention of the BA'

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proprietor and supervisor(s). If an unsafe act or a condition creates an imminent danger of injury/incident, Order Manager should initiate immediate steps to stop the work and Penalty against violation to be impose on BA as per CSM F12 - Safety Violation Penalty Criteria. Also Feedback on Safety performance and facilitating in safety improvement activities with BA proprietor every month (R8).

- 4.2.12 Ensure Business Associate's adhere to all statutory provisions.
- 4.2.13 In case any Exception needed in agreed safety management plan or in BASCC process for execution of job, document control procedure- **TPSMS/GSP/DC/014** Clouse 6.3 will be applicable, and approval may be obtained by the Order Manager from adequate authority of Chief of Division/CEO of Discom/Chief Corporate Safety.
- 4.2.14 Order Manager for all High Risk shall be HOD/Division Head of Discom and above.(R8)

4.3 Business Associate / Vendor (BA): The person, entity or organisation who is executing the job for Tata Power-Division /Odisha Discom under a contractual agreement and will be responsible for the following.

- 4.3.1 To follow all Tata Power-Division /DISCOM Critical Safety Procedure, Rules and guidelines given in **CSM F2 Safety Terms and Conditions**.
- 4.3.2 Undertake job as per **CSM F9 Site Safety Management Plan** and method statements agreed with the Tata Power-Division /DISCOM.
- 4.3.3 Ensure 100% safety capability building L1, L2, L3 for Business Associate work force and supervisor before start of Job
- 4.3.4 Ensure Business Associate safety revalidation test for all workforce quarterly or Half yearly for new business such as Odisha Discom up to three years.
- 4.3.5 Ensure competency assessment of all critical work force working on High-Risk Jobs based on Experience, Technical skill and Safety capability through Order manager or Engineer in charge representative along with division/Discom safety representative.
- 4.3.6 Raise any concerns about their work and its safety with the Order Manager.
- 4.3.7 Report all injuries, near misses, unsafe acts/conditions, and occurrences to the Order Manager immediately.
- 4.3.8 Ensure that all sub-Business Associate s follow the Tata Power Safety Procedure and agreed **CSM F9 Site Safety Management Plan**. If Business Associate sub vendor detail is not available at stage of Bid evaluation, then this can be agreed with Order manager or Engineer in charge before deployment. Ensure that all sub-Business Associate s follow the Tata Power Safety Procedure and agreed CSM F9 Site Safety Management Plan.
- 4.3.9 To follow all statutory requirements as per the laws of the land.
- 4.3.10 All vendors applying for category "A "jobs or submitting quote for high-risk jobs shall obtain certificates of ISO:9001, ISO:14001 and ISO:45001 before submitting quote for high-risk Jobs or otherwise mention plan to get the certification.
- 4.3.11 The BA shall not sublet/sub-contract, transfer, or assign the Contract or any part thereof without the written permission of the CA/ HOD approved by Chief Procurement officer/ Chief Commercial. In the event a contractor violates this condition, the Procurement division in consultation with the CA shall be entitled to place the Contract elsewhere on

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the BA's account and at the latter's sole risk; in addition, the contractor shall be liable for any loss or damage which the CA may sustain arising out of such placing of the Contract.

4.3.12 For engaging any sub-Vendor, the Prime Vendor as well as the sub-Vendor should be individually registered with Tata Power. Sub-contracting or hiring of others, by the BA to perform the services is subjected to specific, prior approval by the CA/OM. Such approval shall depend upon compliance with the following minimum requirements(R8)-

- i. Sub-vendors identified by the Prime vendor will be subject to the same Safety Potential Evaluation Criteria as the Prime vendor for all Medium-risk/High-risk job where supervision will be done by the sub- vendors. In such cases, vendors must have a Star-rating of 4 or above, for becoming a sub- vendor.
- ii. The SCG team shall evaluate the Safety and technical competency of the sub-contractors for High risk job.
- iii. The Departmental Head will have the authority to approve any sub-contracting process based on requirement as submitted by the Prime Vendor (See CSM F-14 Sub-Vendor Engagement Request Form).
- iv. No Safety potential evaluation shall be conducted for sub-letting of Low risk work.
- v. The Prime vendor shall be fully liable and responsible to Tata Power for the acts, errors, and omissions of its sub-vendors and shall be relieved neither of any obligation to Tata Power under the contract, nor of any other legal requirements.
- vi. The Prime vendor shall use only sub-vendors of demonstrated experience and reliability regarding the services to be provided.
- vii. The Sub-vendor shall agree in writing to be bound by all obligations of the Prime vendor set forth in the Contract.
- viii. Safety performance evaluation shall be done for both prime vendor & sub-vendor.

Types of Sub-contracts and Associated Requirements (R8):

- I. Sub - Vendor working with his own supervision:- Sub-vendors must achieve a minimum Star-rating of 3 for performing High risk jobs under Tata Power supervision or under the Principal/Main Vendor (Prime Vendor).
- II. Sub-vendor working under Prime vendor's supervision (as supplier of manpower):- Manpower-supply contracts have to be supervised by the Prime vendor and the Prime vendor's Star- rating has to be taken into consideration. Vendors supplying manpower need not qualify in the Star-rating assessment.
- III. Only one level of sub-contracting is allowed, and the use of any sub-vendors must be authorised by Tata Power before any contract is finalised. Sub-vendors shall be subject to the same registration and selection/screening processes, as well as the same Safety performance requirements as those required of all Tata Power vendor's. Sub- vendor details are to be attached to the main contract during the RFQ stage. The process of sub-contracting is to be approved by the Chief / Head of the department (Appendix#14).

4.4 BA's Supervisor(R8): The BA's supervisor is the link between Tata Power Management and the BA (including his employees).(R8)

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- 4.4.1 He coordinates the work of his company's employee on site and is responsible & accountable for the safety of BA workforce. He will collaborate with site safety supervisor (SSS). BA's supervisor shall review the Safety requirements with his employees prior to the beginning of each job. Documentation of this review shall be forwarded by him to the Order Manager.(R8)
- 4.4.2 Assigning jobs to his workers, inspection of tools, equipment & PPEs , reporting of incidents & near-misses, housekeeping of work area and carrying out Safety Audits.(R8)
- 4.4.3 Deployment of all applicable Safety standards & procedure as mention in Safety Term& Condition CSMF2 during execution of the jobs.
- 4.4.4 Ensuring job specific training prior to execution of the job.
- 4.4.5 Conducting Tool - box meeting and compliance of SOP & statutory requirements at work place, correction of all unsafe conditions and acts.(R8)
- 4.4.6 BA'S Supervisor will deeply involve in making JSA through participation of work force.(R8)
- 4.4.7 BA's Supervisor will invite all BA employees for participation & engagement daily ensuring 100% in either observation reporting, TBT, Mass Meeting and discussion for Risk Assessment & implementation of control measure.(R8)

4.5 BA's Site Safety Supervisor(SSS)(R8):

- 4.5.1 SSS will carry out daily safety audit and inspections of tools, tackles, equipment and PPEs. They will identify and help in correcting the unsafe acts and unsafe conditions created while executing job t site with the help of BA's supervisors (R8).
- 4.5.2 SSS will ensure his participations in TBT and Mass Meetings regularly. They will also ensure reporting of all incidents & near-misses and participate in incident investigation (R8).
- 4.5.3 SSS will help in risk assessment of activities while developing SOP for the job (R8).
- 4.5.4 SSS will deeply involve in making JSA through participation of work force.
- 4.5.5 SSS will assist for participation & engagement of 100% BA employees daily in either observation reporting, TBT, Mass Meeting and discussion for Risk Assessment & implementation of control measure.(R8)

4.6 Safety Concurrence Group (SCG): It is Cross Functional Team constituted by Contract department with active support from Safety Team of the Tata Power Division/Discom safety team having representatives from Execution Department, Operation Department, Contract Department, and any other department as deemed fit. SCG will be responsible for the following:

- 4.6.1 **Assessment of Safety Potential of new vendor before registration using CSM F1 Process Flowchart for Vendor Registration, CSM F3 Safety Category Qualification Form and CSM F4 Safety Potential Evaluation Criteria along with Star Rating(R8).**
- 4.6.2 **Safety Evaluation of the bids as per evaluation format CSM F7 Safety Bid Evaluation Criteria**
- 4.6.3 **Finalization of the CSM F9 Site Safety Management Plan submitted by the Business Associate.**
- 4.6.4 **During Safety Bid Evaluation for following types of jobs are evaluated:**
 - 4.6.4.1 **High-Risk jobs, Medium Risk job, Major Shutdowns and Outages.**

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4.6.4.2 Capex jobs of High-Risk Category.

- 4.6.5 Site safety supervisor deployment for any specific & specialized work will be decided by SCG.(R8)

4.7 HR Department(R8):

- 4.7.1 Ensuring Health (Medical, Drinking water facility & sanitation support) & welfare (canteen services, rest room & sitting facility, first Aid) for BA employees as per social accountability guidelines stipulated in factory rules for all clusters (R8).
- 4.7.2 Ensuring protection of their legal rights, wages, insurance, provident fund etc. through awareness programs and through regular interaction with the contract employees (R8).
- 4.7.3 Enhancing capability competency and skill of BA employees, arranging Safety training for BA employees (R8).

5.0 Procedure

The BASCC specifies systematic requirements to manage safety related to BA' activities. All Tata Power employees shall comply with the provisions of this procedure (R8)

This is guided by a six-step process as enlisted in the Table below: -(R8)

SI No.	Name	Explanation	Key Elements
1	Registration of BA	Pre-Qualification for Registration	<p>Identify BA who comply with Tata Power's Safety principles and standards.</p> <ol style="list-style-type: none"> 1) <u>CSM F1 - Process Flow Chart for Vendor Registration</u> to be use for vendor registration. 2) <u>CSM F2 Safety Terms and Conditions (R8)</u>: The document CSM F2 Safety Terms and Conditions provides the information about Tata Power-Division /Odisha Discom safety System to the Business Associate. 3) Evaluation of BA's safety category as per <u>CSM F3 - Safety Category Qualification form</u> 4) Evaluation of BA's Safety potential & Star rating as per <u>CSM F4 - Safety Potential Evaluation Criteria</u> before registration.
2	Contract Preparation	Scope of Work, specific Safety clauses based on Safety Hazards Assessment and control measures	<p>Develop Contract orders using <u>CSM F2 - Safety Term & Conditions</u> & specific Safety clauses in the documents to clarify Health and Safety expectations and Sub Vendor engagement as per <u>CSM F14: Sub-vendor Engagement</u></p>

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			Request Form (R8)
3	Contract Award	Awarding the contract to qualified competent BA/Vendors	Thorough & effective communication and review of Contract Safety specifications at Pre-bid, Post-bid & pre-award meeting. Evaluation as per CSM F7 - Safety Bid Criteria and award contract through CSM F5 - Flow Chart for Issuing RFQ and PO.
4	Orientation and Training	BA workforce Safety training, generic & Skill-based Safety training (SHE L1,L2,L3)	Assure that BA's workers embrace the Tata Power's 'health & safety culture' and follow the Tata Power Safety standards. BA workforce training as per CSM F2 - Safety Term & Conditions (clause 3.3.2)
5	Managing the Work	Safety supervision/function ensuring implementation of Tata Power Safety standards and SOP	Hold Pre-work meetings and assessing field safety execution against contract requirements as per below- 1) CSM F6 – Safety Competency Assessment Form 2) CSM F8 – PPE Requirements 3) CSM F9– Site Safety Management Plan And High Risk job to be considered & managed as per 4) CSM F13- Indicative List of High-Risk Jobs (R8).
6	Periodic Evaluation	Post-work BA's Safety performance Evaluation	BA's Safety Performance evaluation as below- 1) CSM F10 – Process Flow Chart for Safety Performance Evaluation(R8) 2) CSM F11 - Safety Performance Evaluation Criteria 3) CSM F12 – Safety Violation Penalty Criteria and feedback to BA & Procurement, This will include Reward/Recognition & Penalty for safety violation/ accident. Enable all locations to have better access to Safety-qualified and capable BA's

5.1 Registration of Business Associates: Different vendors are to register based on following categories:

- ✓ **Category A- Vendors eligible to carry out High risk Jobs**
- ✓ **Category B- Vendors eligible to carry out technical jobs that are Medium/~~low~~ risk**
- ✓ **Category C- Vendors eligible to carry out administrative and office jobs**
- ✓ **Category D- Outsourced Jobs / Consultants /Medical Practitioners / Suppliers etc.**

For Vendor Registration, Contract Department will issue following documents for evaluation of Business Associate's safety capability.

- 1) **CSM F2 Safety Terms and Conditions (R8):** The document **CSM F2 Safety Terms and Conditions** provides the information about Tata Power-Division /Odisha Discom safety

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System to the Business Associate

- 2) **CSM F3 Safety Category Qualification Form(R8):** Business Associate will submit the **CSM F3 Safety Category Qualification Form** with all relevant details and documents to Vendor Registration Initiator, which will in turn forward it to Safety Concurrence Group (SCG) for evaluation.
- 3) **CSM F4 Safety Potential Evaluation Criteria:** The SCG will evaluate the details submitted by the Business Associate based on a predetermined criteria **CSM F4 Safety Potential Evaluation Criteria along with Star Rating (R8)** for Vendor Registration and will determine the category (Category A/B/C/D) for which the Business Associate will be registered. As mentioned in the above criteria, a site visit may also be organized by SCG prior to registration under Category A and B. In case, the Business Associate does not qualify the safety criteria, the Business Associate will not be registered. However, he may apply afresh for registration after 6 months.

5.1.1 Star Rating(R8):

SCG will evaluate Star Rating as per following -(R8)

- Initially potential Star Rating based on **CSM F4 Safety Potential Evaluation Criteria**
- After 6 month actual star rating assessment to be carried out based on **CSM F4 Safety Potential Evaluation Criteria** and safety performance evaluation.
- Odisha Discom & New Business Star Rating process will be applicable only 1 year after implementation of it.
- Based on Safety capability score Vendors rating will be evaluated (For 3 star rated vendors - within 12 months from previous assessment date and for 4 & 5 Star rated vendors – within 24 months from previous assessment and Re-assessment within three months from previous assessment date when a vendor is unable to achieve Star rating 3)
- Category A - Vendor must require [Safety Star Rating 4](#) and above.
- Category B - Vendor must require [Safety Star Rating 3](#)

***Star Rating will be evaluated by Third Party from FY 26 *(R8)**

5.2 Contract Preparation :

At the time of placing the Purchase Requisition (PR), Order Manager is required to declare the risk involved in the of the job (i.e., High Risk / Medium Risk / Low Risk jobs, based on the RPN in HIRA). If the Job is “High /Medium Risk” then RFQ will be attached **CSM F2 Safety Terms and Conditions** which includes following and safety bid will be evaluated

- 1) **CSM F6 Safety Competency Assessment Form**
- 2) **CSM F8 PPE requirements**
- 3) **CSM F9 Site Safety Management Plan Job Specific Safety Requirement (Educational and Professional Qualification, Skill & Experience Manpower, Tools, and Tackles, e.g., man lifter, use of drone, use & availability of rescue kit, Work Methodology etc.)**

Safety bid evaluation will not be done for category C and D.

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Contracts department will collect duly filled **CSM F6 Safety Competency Form** along with the bid. All other stakeholders will also put their efforts to get all relevant safety data during meeting / discussions with the vendor.

5.3 Contract Award: SCG will evaluate the document as per the **CSM F7 Safety bid evaluation criteria**. If any specific condition related to Contract is required to be conveyed to the Business Associate, Site safety team will attach the same as Annexure for specific conditions of job and submit it to contract team along with safety bid evaluation form. Commercial bid of Business Associate will be considered for evaluation by contract team only if Business Associate is qualified in safety bid. Site Safety Management Plan, defining the complete procedure of executing the job at site will be signed by the Business Associate and SCG after mutual agreement. Contract will attach a copy of Site Safety Management Plan along with PO to the successful bidder. Please refer **CSM F5 Process Flow Chart for issuing RFQ and PO significant health and safety risk associated with it**.

5.4 Capability Building(R8):

5.4.1 Before issuing gate pass:

For Odisha Discom/New business(R8): All Tata Power Business Associate and sub Vendor workforce is required to attend Site Safety Orientation Training to receive a Safety Training Card, which is required to obtain a Gate Pass to the site, prior to entry. This Safety Orientation Course will be for duration of minimum half day. The information provided during the orientation will include, but is not limited to following:

- Job rules, personal safety, and conduct
- Hazard's reporting
- Reporting of injuries
- Emergency procedures
- Safety Activities and Program including disciplinary measure and incentives.
- Critical safety procedure relevant to the job

For Tata Power Divisions:

All Tata Power Business Associate and sub vendor workforce is required to attend L1 Training to receive a Safety Training Card, which is required to obtain a Gate Pass to the site, prior to entry.

5.4.2 Before start of actual work:

- Appropriate practical training such as SHE L1, L2& L3 (As per Competency Skill Matrix Annexure - 15)(R8) is given to ensure that a jobholder, either supervisor or worker, is competent to do his/her job safely. The skill training is provided through TPSDI, and other agencies authorized by Tata Power followed by Post Assessment on the list of 15 critical Safety procedures mentioned under safety procedures. Duration of course is as specified by Division/Discom
- Business Associate shall ensure that concerned workmen are provided with adequate training

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before he/she is allowed to execute the work. An evaluation test will be conducted after the completion of the training. Those employees who meet the minimum required competency will be provided with Certificate (Bronze/Silver/Gold Card), which will be valid for 3 years, post which the workmen have to reappear for assessment.

- *BA Employee who Fail in assessment to be removed from work.(R8)*
- *BA Employee who achieved Bronze card can work for assisting Silver and Gold.(R8)*
- *BA Employee who achieved Silver card can Work under competent supervisors.(R8)*
- *BA Employee who achieved Gold card can Work independently.(R8)*
- *BA Supervisor who achieved Bronze card can be treated as Learner & can only supervise low Risk Job.(R8)*
- *BA Supervisor who achieved Silver can not take permit, Tata Power employee will take permit in such cases.*
- *BA Supervisor who achieved Gold card can take permit & supervise work.(R8)*
- *BA Safety Supervisor who achieved Bronze card can be treated as Learner.(R8)*
- If the workman is not able to qualify the assessment, he/she will be given 3 additional attempts to clear in 3-month time failing which he/she will not be allowed to work in the Division /Discom.
- After expiry of Certificate or Training /Competency Card again one day recertification of L1, L2 and L3 skill training will be provided.
- Quarterly /Half yearly (For Odisha and New business) Revalidation Test - "SHE L1 Revalidation test" will be conducted for the Business Associate's employees to revalidate their safety awareness and knowledge.
- Order Manager and Safety In charge of the Division/Site /Plant will conduct a Competency Assessment of all workforces, going to be deployed at site / plant for high-Risk job.
- The Contactor shall bear the conveyance and food expenses of his staff for attending training sessions and capability building sessions in new business-like Odisha Discom.
- The Contactor shall bear the entire cost of L1/L2/L3, the costs towards training, salaries/wages, boarding and lodging of his staff for attending training sessions and capability building sessions. These trainings are offered on nominal chargeable basis payable by Business Associate and rates shall be decided by TPSDI from time to time in case of training through TPSDI. Generally, L0 is of one day, L1 is for 2 days for each critical procedure and L3 is for one day. Around Rs 700+GST is approx. cost /Day/Candidate.
- All BA's workmen and BA must attend Safety foundation course Training, all workmen engaged in critical jobs must clear and get certified for critical procedures applicable on his work like Work at Height and Electrical safety-LT & HT/LOTO&LC separately and all supervisors must complete supervisor certification in safety.
- Competency assessment of all critical workforce to be carried out for all who has taken L2 training.

5.4.3 Recognition to the Prior Learning in Safety

If "Order Manager" recommends and "Head of the Safety Department of Discom" is satisfied with the safety knowledge and competency of the employee of Business Associate , a test may be conducted by Tata power Skill development Institute/ other recognized institute to assess the

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prior learning in safety. If employees of the Business Associates pass in such test, he will be exempted from appearing in SHE L1 training. This assessment is on nominal chargeable basis and rates are decided by TPSDI from time to time.

5.5 Managing Work(R8):

Order Manger shall -

- 1) Comprehensively assess and ensure field Safety implementation against Contract requirements and the Safety Management Plan.
- 2) Maintain a follow up process that drives continuous improvement in Safety practices and avoids repetition of common errors.
- 3) Order Manager and BA should aim at optimizing Safety performance of the Contract by working in a collaborative manner during the execution of the work. This can be achieved by:
 - Ensure that potential safety hazards are identified and controlled before any contracted work starts. Hazard identification should be conducted using multi-disciplinary teams which includes members from competent safety professional/execution team/competent BA supervisor & workforce to understand and identify project-specific safety hazards.
 - Monthly inspection and replacement of damaged Personal Protective equipment - PPE & Critical Equipment, lifting Tools & Tackles and hand tools used at site.
 - **PTW** - PTW procedure must be adhere and implement at site.
 - Reviewing the Safety Management Plan (**CSM F9– Site Safety Management Plan**) before each stage of work begins.
 - **TBT & Mass Meeting**: Every day Tool box talks to be conducted based on JSA/SOP with maximum participation of BA Workforce & Safety points to be shared by BA employee & line manager and 100% participation of BA employee & workmen in to mass meeting/communication.
 - **BA Self safety audit**: BA Safety Supervisor will carry out daily safety audit and inspections of tools, tackles, equipment and PPEs. They will identify and help in correcting the unsafe acts and unsafe conditions created while executing job at site with the help of BA's supervisors.
 - All respective **Critical safety Rules & Procedures and General safety Rules & Procedures** to be use and implement at site during job.
 - "**Suraksha Samwad**" also known as Safety Interaction is a proactive safety initiative. In this program, leadership engages with BA workmen and employees in a scheduled 30-minute session to discuss and observe safety practices in the workplace.

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- **Reporting safety observations by BA employee:** This involves the active participation of the workforce in identifying and reporting safety observations, which can help prevent accidents and improve safety performance.
- **Felt Leadership for Business Associates Proprietor /Co-ordinators:** This program aims to develop leadership skills within the Business Associates Proprietor/Co-ordinators. It encourages individuals to take ownership of their work and fosters a culture of responsibility and accountability.
- **Behavior based safety program (Jivan Ki Aur):** It aims to create regular awareness among all ground staff. It seeks to sensitize them, establish relationships, foster teamwork, enhance communication, motivate and empower everyone, promote good health, and enable a happy and safe life. The program will cover various activities such as morning meetings, home visits, personal meetings, group meetings, short training sessions, games, and other forms of engagement.

5.6 Periodic Evaluation(R8):

1. During the time of job execution, regular site inspection will be carried out by the Tata Power-Division /DISCOM officials **mainly Line manager (R8)** to evaluate monthly safety performance of the Business Associate as per **CSM F11 Safety Performance Evaluation Report (R8)** and monthly score will be maintained by the Order Manager. Violations will be dealt as per **CSM F12 Safety Violation Penalty Criteria**. Please refer **CSM F10 Process Flow Chart for Safety Performance Evaluation**. Percentage of retention amount is usually mentioned in safety terms and conditions.
2. The evaluation criteria include Lead Indicators such as percentage of workers trained in TPSDI, inspection of critical equipment. Lag indicators such as Fatalities, LWDC and man-days lost.
3. In case of job stoppage due to safety violations / unsafe observations at the site, no time extension from PO completion date shall be given to the Business Associate, if such delays are attributable to Business Associate.
4. In case of fatality, limb loss or loss of property, vendor must pay for liability, legal, statutory, and additional mutually agreed settlement charges imposed by the appointed committee by Division Chief/CEO. This charge is over and above the retention amount. The committee will finalize penalty amount based on factors such as advice by statutory authorities, contract value and impact of accident etc.
5. Order Manager, Head of Business and functional Chief have the authority to terminate the contract as per **CSM F12 Safety Violation Penalty Criteria** Through contract department.
6. **Site contract team will arrange Quarterly meetings with Order Manager to take feedback for Safety performance of Business Associates In-turn Site Leadership and Site Contract team will give feedback of safety performance to BA proprietors so as to take Corrective actions (R8).**
7. **CSM F11 Safety Performance Evaluation Report (R8) to be used to evaluate Star Rating of Business Associate for lead & Lag Indicator.**

5.6.1 Safety performance retention:

A certain percentage of the bill value will be retained against every running bill as safety performance retention. The amount will be released with the last invoice or every six-month based on Safety

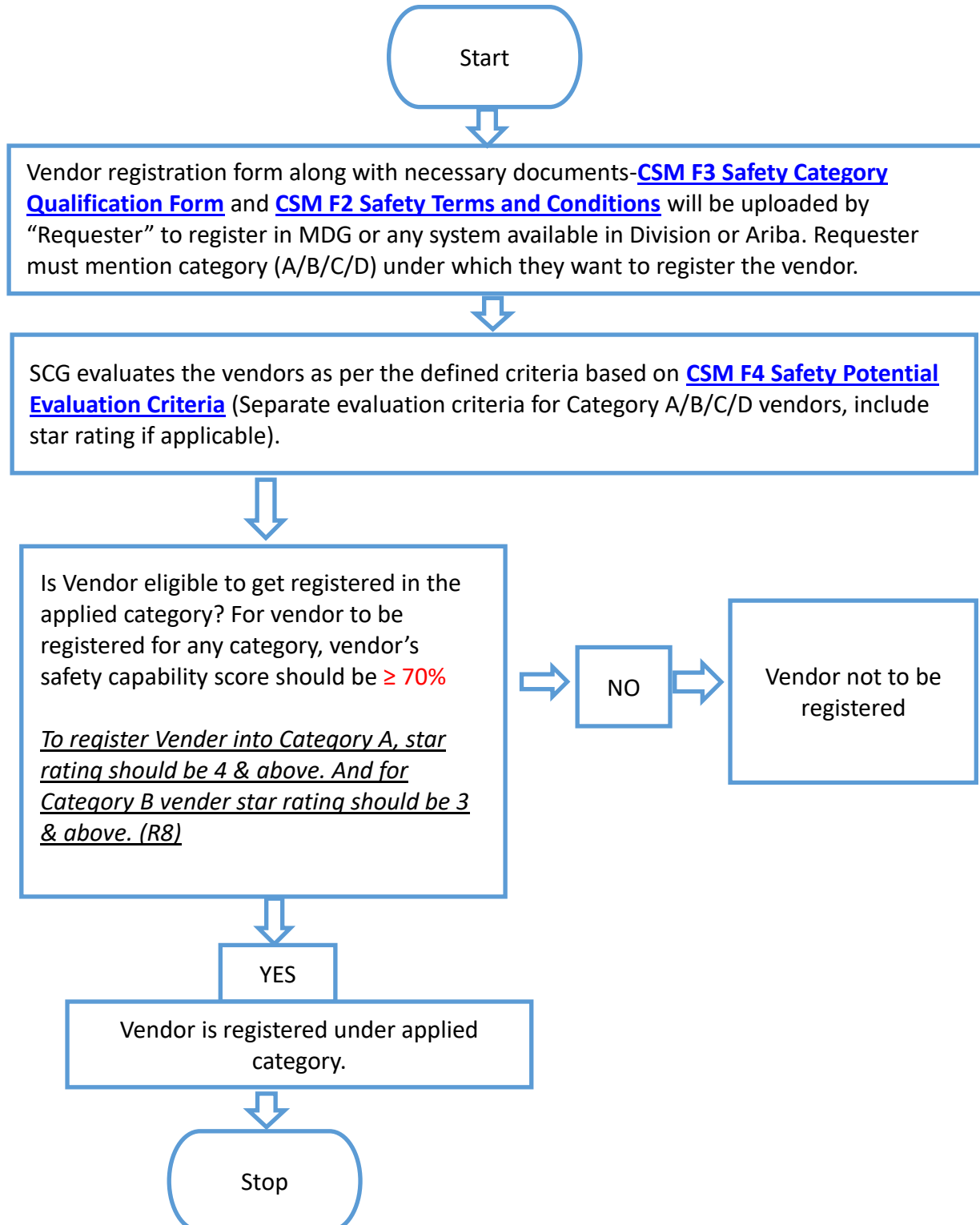
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Performance Score of Business Associate s. The retention amount will be calculated based on contract value as below.

Risk Category	Contract Value	Retention Amount (%)
<u>Very high/High risk job/ Medium Risk jobs</u>	Up to 10 Lakhs	2.5
<u>Very high/High risk job/ Medium Risk jobs</u>	10 – 50 Lakhs	2
<u>Low/Very Low Risk jobs</u>	10 – 50 Lakhs	1
<u>Very high/High risk job</u>	0.5 to 10 Cr	2
<u>Medium Risk jobs</u>	0.5 to 10 Cr	1.5
<u>Low/Very Low Risk jobs</u>	0.5 to 10 Cr	1
<u>Very high/High risk job</u>	>10 Cr	1.5
<u>Medium Risk jobs</u>	>10 Cr	1

1. The safety retention amount will not be applicable if there is clause of Contract Performance Bank Guarantee (CPBG) and safety performance of Business Associate is as per desired criteria.
2. If safety performance of Business Associate is not as per desired criteria (as per Appendix 10 – CSM F10 – Process Flow Chart for Safety Performance Evaluation and Appendix 11: CSM F11 - Safety Performance Evaluation Criteria. then safety retention percentage as mentioned in table above will be deducted from running bill.
3. Bidder to give understanding that if there are any deductions required to be made for safety non-performance as per the Safety Performance Score, then Tata Power shall recover any such deductions against safety non-performance directly from the monthly bills / final settlement or it shall be within its right to recover such sum from accounts payable or the CPBG or the retention of the Business Associate available with Tata Power for the said contract between the Business Associate and Tata Power.
For all other contracts retention amount is applicable as per table given above.
4. The retention amount against non-safety performance saved and Penalty will go to a separate Safety Improvement Fund.
5. For the contract value of more than Rs 1 Cr or contract duration more than 12 months, the retention amount shall be released half yearly based on safety performance. For all remaining contracts, the retention amount will be released with the final bill.
6. Safety performance bonus 1% (limiting to 50 lakhs) of the invoice value will be considered at the end of the job if the contractual safety performance score is 100%.

Appendix 1: CSM F1 - Process Flow Chart for Vendor Registration



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Appendix 2: CSM F2 - Safety Terms and Conditions

(Attached as a separate document under the title CSM F2 – Safety Terms and Conditions)

Appendix 3: CSM F3 - Safety Category Qualification form

1. **“Safety Category Qualification Form”** is part of vendor registration form. It needs to be filled by the Business Associate at the time of Registration and should be submitted to Requester / Order Manager with all relevant documents.
2. The same will be evaluated by Safety Concurrence Group of the Division (SCG).
3. Information provided by Business Associate will be verified during site visit.

Safety Category Qualification Form

Please consider my application for

Category A Vendor: Vendor eligible to carry out Very High- and High-risk O&M/Project jobs

Category B Vendor: Vendors eligible to carry out technical jobs, classified as Medium / low risk

Category C Vendor: Vendors eligible for to carry out low or very low risk administrative and office job

Category D vendor: All Consultants, Medical Practitioners or vendors taking job from Tata Power and working from their own premises.

Name of the Vendor:							
#	Safety Information	Yes / No	Remarks				
1	Certified for i. ISO 45001, ii. ISO: 14001 iii. ISO: 9001 (ISO certificates to be issued from reputed accreditation agencies specified by Tata Power)	i. Y/ N ii. Y/ N iii. Y/ N	If Yes, Attach copy of the certification. If No, mention plan to get the certification.				
2	Safety Statistics for current and Last Three (3) Years - LTIFR	Yes/No		Current Year	Year 1(Last FY)	Year 2	Year 3

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Name of the Vendor:																		
	- LTISR		<table border="1"> <tr> <td>LTIF R</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>LTIS R</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	LTIF R					LTIS R									
LTIF R																		
LTIS R																		
3	Any Compensation paid due to accidents during current and last three years?	Yes/No	<table border="1"> <tr> <td></td> <td>Amount (INR)</td> <td>Man-hour</td> </tr> <tr> <td>Current Year</td> <td></td> <td></td> </tr> <tr> <td>Y1 (Last FY)</td> <td></td> <td></td> </tr> <tr> <td>Y2</td> <td></td> <td></td> </tr> <tr> <td>Y3</td> <td></td> <td></td> </tr> </table>		Amount (INR)	Man-hour	Current Year			Y1 (Last FY)			Y2			Y3		
	Amount (INR)	Man-hour																
Current Year																		
Y1 (Last FY)																		
Y2																		
Y3																		
4	Any prosecution against you by statutory bodies/clients during last three years due to statutory violations, criminal negligence towards safety and dereliction of duty of care towards your employees? Is any case still pending against you?	Yes/No	<p>If yes, give details.</p> <p>If no, give an undertaking that no case is pending against you and you have not been prosecuted by statutory bodies or clients.</p>															
5	Do you have Safety Policy? Safety Principles? And Lifesaving Rules?	Yes/No	If yes, attach copy of the documents available.															
6	Do you have Safety training process?	Yes/No	If yes, attach safety training process and average training man-hour of your employees for the last three years.															
7	Do you have a system for recording, reporting, and investigating all incidents or near misses?	Yes / No	If yes, show the incident statistics of last three years and implementation of CAPA.															
8	Do you have a disciplinary action program against your employees for violation towards safety rules and procedures?	Yes/No	If yes, show the records of disciplinary action taken the last three years.															
9	Do you have a reward and recognition scheme for your employees who show exemplary safe	Yes/No	If yes, show the records of Reward and Recognition given during the last three years.															

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Name of the Vendor:			
	behavior and contribute to overall safety improvement at site?		
10	Do you engage in safety promotional activities?	Yes/No	If Yes, Show the proof of engagement in safety promotional activities.
11	Have you been recognized or awarded or rewarded by government bodies of clients for showing excellence in safety management in your jobs during last three years?	Yes / No	If Yes, Show proof.
12	Do you provide adequate quality of PPEs to your workmen?	Yes/No	If yes, please provide details of PPE Matrix and if required, samples for inspection.
13	Do you have Safety organization structure e.g., Safety Officers and Safety Committees?	Yes/No	If yes, attach copy of the safety organization structure, details of safety committees and safety professionals.
14	Name and address of sites where work is in progress or worked earlier	Yes/No	Site details to be attached for inspection by Tata Power-Division /DISCOM Officials.

Note: If you respond NO to any of the above questions, you can mention your plan to get the required documents.

I hereby confirm that the information provided above are true. I give my consent to be penalized as deemed fit in case any information given above are found to be false.

I will abide the general safety guidelines mentioned in the purchase order / work order and will ensure to prepare and follow site specific safe operating practices in consultation with the site-in-charge and safety professional. I will abide by penalty scheme in case of non-compliance.

Signature :

Name and Designation:

Stamp of Organization :

Appendix 4: CSM F4 - Safety Potential Evaluation Criteria for Vendor Registration (R8)

At the time of vendor registration, vendor will be registered under 4 categories

- 1) **Category A-** Vendors eligible to carry out High risk Jobs
- 2) **Category B-** Vendors eligible to carry out technical jobs that are Medium/low risk

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3) **Category C-** Vendors eligible to carry out administrative and office jobs

4) **Category D-** Outsourced Jobs / Consultants /Medical Practitioners / Suppliers etc.

For vendors to be registered under **Category A/B**, a safety potential evaluation will be carried out based on following parameters. (Actual score is safety capability score)

Star rating criteria score: 5 Star- 90 to 100, 4 Star- 80 to 90, 3 Star- 70 to 80(R8)

Sr No	Description	Weight age (%)	Actual Score
1	Does the service provider have a valid 45001 Certification?	10	
2	<u>Performance Measure: Lead Indicator</u> <u>(Ref to Safety Performance evaluation report CSM F11 (A) Lead indicator score)(R8)</u>	<u>40</u>	
3	<u>Performance Measure: Laq Indicator</u> <u>(Ref to Safety Performance evaluation report CSM F11 (B) Laq indicator score)(R8)</u>	<u>20</u>	
4	Has there been any prosecution / conviction for any Contravention regarding safety and Health provision under the factories Act/Electricity Act / BOCW Act and Rules framed there under? If yes Give Zero otherwise 5 Marks.	5	
5	Check the Safety orientation & training process of Service provider- Records of Safety training provided to safety officer/supervisor /workmen during last 1 year as percentage (%) of total employed by service provider ✓ Safety Officer: >80% of employees: 5 Marks, 50 to 79% of employee: 2.5 Marks and <50%: Zero. ✓ Safety supervisor: >80% of employees: 5 Marks, 50 to 79% of employee: 2.5 Marks and <50%: Zero. ✓ Workmen: >80% of employees: 10 Marks, 50 to 79% of employee: 5 Marks and <50%: Zero	20	
6	Check the organizational structure for safety professionals & engineers / supervisors. ✓ Check Availability of number of Safety Supervisor from government recognized institute as per workforce strength. 1 in 50 employees than 5 Marks <u>otherwise Zero.</u> (R8)	<u>5</u>	
	Total	100	

Evaluation Criteria for Category C

Sr no	Description	Weight age (%)	Actual Score
1	Does the Business Associate have a valid ISO 9001 certification?	40	

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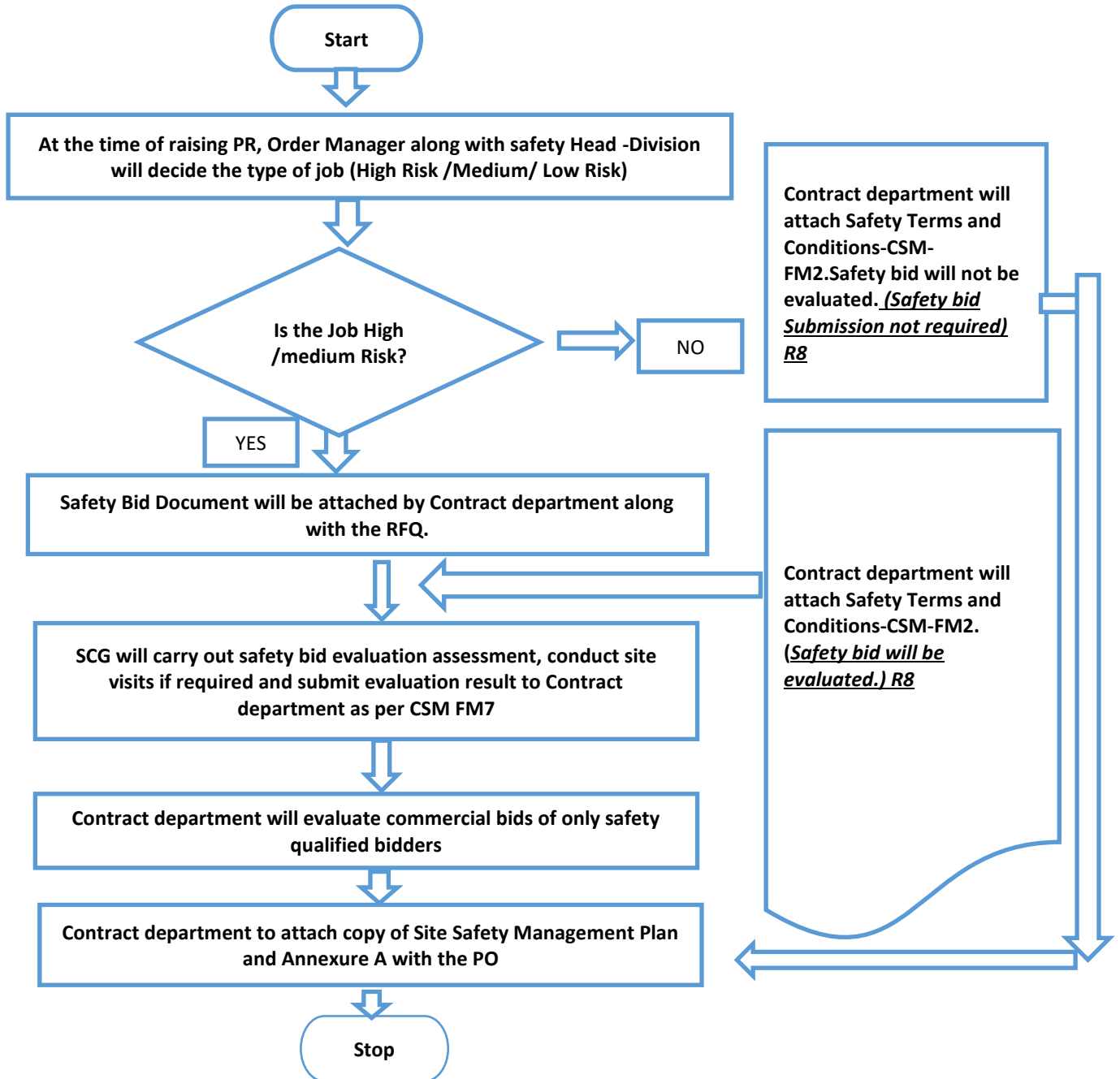
2	Check the Safety statistics of Service provider (If available than 10 otherwise Zero)	10	
3	Check the trend LTIFR/LTISR for last 3 years (If less than 0.2 than give 20 Marks if between 0.2 to 0.3 than give 10 marks and otherwise Zero)	20	
4	Has there been any prosecution / conviction for any Contravention regarding safety and Health provision under the factories Act/Electricity Act / BOCW Act and Rules framed there under? If yes Give Zero otherwise 10 Marks.	10	
5	Check the Safety orientation & training process of Service provider- Records of Safety training provided to safety officer/supervisor /workmen during last 1 year as percentage (%) of total employed by service provider ✓ Safety Officer: >80% of employees: 5 Marks, 50 to 79% of employee: 2.5 Marks and <50%: Zero. ✓ Safety supervisor: >80% of employees: 5 Marks, 50 to 79% of employee: 2.5 Marks and <50%: Zero. Workmen: >80% of employees: 10 Marks, 50 to 79% of employee: 5 Marks and <50%: Zero	20	
	Total	100	

Evaluation Criteria for Category D

Category D does not require any evaluation as it is for outsourced job outside the Tata Power company premise.

For vendor to be registered for any category, vendor's safety capability score should be $\geq 70\%$.

Appendix 5: CSM F5 - Flow Chart for Issuing RFQ and PO (R8)



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Appendix 6: CSM F6 - Safety Competency Assessment Form (Template)

Name of the Vendor/Bidder:

Name of the Sub Vendor (If job is given to Sub Vendor):

Description of the Job:

Request for Quotation (RFQ) No.:

Vendor/Bidder to mandatorily provide the below safety competency related information:

1. Proposed Manpower Deployment Schedule :-

Type of manpower	Qualification	Experience	Month 1	Month 2	Month 3
Project /AMC Manager						
Site In Charge						
Safety Manager						
Safety Officer						
Supervisors						
Technicians						
High Skilled workmen						
Skilled workmen						
Semiskilled workmen						
Lineman						
Helpers						
Drivers						
Unskilled						
Others						

Instruction to Bidders:

- Indicate the overall site manpower deployment schedule as above
- Indicate direct or subcontracted employees by using color code given below:

Direct Bidder Employee – Green

Partly Direct / partly Subcontracted – Yellow

Subcontracted – Red If sub Business Associate detail is not available at stage of Bid evaluation, then this can be agreed with Order manager or Engineer in charge before deployment Ensure that all sub-Business Associate's follow the Tata Power Safety Procedure and agreed CSM F9 Site Safety Management Plan.

- Against each category, indicate minimum educational qualification and work experience
- Add rows to include other specialized manpower, if any.
- Extend columns to cover the entire duration of the proposed contract.
- If the operation is in shifts, then indicate shift in charge and / or safety officers required for

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Bidder/ Vendor to provide the list of tools, tackles, equipment **to be used during the job / project execution**. Bidder/Vendor to ensure that all the lifting tools and tackles, pressure vessels are duly certified by the competent person authorised by the Chief Inspector of Factories of the respective state prior to start of the job

Sr. No	Description of Tools / Tackles	Capacity / Rating	Quantity	Make	Year of manufacture	Remarks
1						
2						
3						
4						
5						
.....						

3. Safety Records:

Bidder to provide the details of fatalities and lost workday cases (LWDC), occurred in last three years (data to be provided for the last completed FY and preceding 2 years).

Description	Safety Data for current and Last 3 Years			
	Current Year	Year 1 (Last FY)	Year 2	Year 3
		20__ - __	20__ - __	20__ - __
Fatalities (Nos.)				
Lost Workday Cases (Nos.)				

In case of no fatalities, LWDC during any year, the form may be filled stating NIL against the respective year. Bidders are encouraged to also submit the RCA / incident investigation reports and the learning's implemented out of the above reported incidents

4. Job Safety Plan/ Method Statement:

Bidder to provide / enclose a detailed Site/Job Safety Plan along with a Method statement detailing the execution philosophy (how the bidder intends to execute the Job/Project), identifying all key activities which are required to be performed by the Business Associate at Site. Bidder to also list down all high-risk activities and provide the Hazard Identification and Risk Assessment (HIRA) for all such high-risk activities involved in the site work.

(Use Method Statement template attached as Appendix 9)

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5. PPE Requirement

Division/DISCOM Requirement	Bidders Response
The Bidder/Vendor shall ensure that all PPE of Approved standards as per CSM F8 – PPE Requirements shall be always available and shall be used by his employees with no exception whatsoever. Bidders to also ensure Standard PPE matrix of Tata Power to be followed for all activities.	
10% Buffer stock of PPEs to be provided by bidders at each circle to meet any contingency	
Bidder will ensure that sample PPEs to be submitted/approved by Safety Department along with EIC at the time of submission of Safety bids for evaluation In case bidder manpower found using substandard or any PPEs which are not approved by the Tata Power-Division /DISCOM representative, then Tata Power-Division /DISCOM will provide the same to manpower deployed at the cost of bidders.	

6. Vehicle Deployment: Bidders to provide details of all vehicles deployed during execution of work

S. No.	Vehicle No.	Vehicle Type	Location	EV/CNG/Diesel/Petrol	Year	Whether CNG endorsed on RC

7. Crane Deployment: Bidders to provide details of crane to be deployed during the execution of work as and when required. Bidders to provide approved new gen crane ACE Model SX150, ACE FX150 and Escorts Model TRX 1550.

SI No	Crane No	Location	Year

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- 8. Training Records:** Bidders to provide training records of employees deployed for the execution of work during last one year. These training includes OHS (Occupational Health and Safety) Training, Training on SOP/Work Procedures and Medical Emergency trainings imparted at their own facility, cost, and expenses. Bidders to provide the following details:

Tata Power-Division /DISCOM Requirement	Bidders Response
Training records of employees at their own facility, cost, and expenses for last one year	
Training facility available with Bidders	
Future road map for enhancing the competency of workforce	

- 9. Rewards and Recognition:** Bidders to provide the details of process deployed in their organization for sharing and resolution of safety concerns raised by their employees. Also, bidders to provide the details of Rewards and Recognition process in their organization for safety to encourage the morale of their workforce.

10. Management System Certification: -

Sr.No	Certification	Yes / No	If Yes, Year of Certification	If No, Target date for Certification
1	ISO 9001			
2	ISO 14001			
3	ISO 45001			
4	Any other (Specify....)			

Note: Please attach certificates to support above. In case not accredited for above but applied for, application letters may be attached.

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Appendix 7: CSM F7 - Safety Bid Evaluation Criteria

The User must select whether the job is high /Medium Risk and long duration at time of raising the PR.

- 1) The decision whether job is “is high /Medium Risk “or not has to be made by order manager based on Risk involved (Risk Priority Number in HIRA) of the Jobs. An indicative list of high-risk jobs is attached as Appendix 13. The risk assessment will be done along with Division safety Head.
- 2) If a technical job is of low risk with estimated duration of the contract more than one year, the job should be treated as “**long duration**”.
- 3) All Safety bids will be evaluated by Safety Concurrence Group. Structure of SCG will be declared by contract department with the assistance of Division / Discom safety. Safety team will audit bid evaluation process of a few selected jobs and Quality of evaluated safety Bids.
- 4) Records of jobs sent by for Safety Bid evaluation shall be maintained by Contract team in existing tracing sheet along with other jobs.
- 5) Safety bid evolution will be done by SCG within one working week.
- 6) Contracts / Division shall provide a list of regular Business Associates participating in multiple tenders during the year for a one-time umbrella Safety Evaluation of Bidder (as against the specific Bid evaluation) by indicating the nature of the type of jobs / works which the BA usually participates in bidding. SCG shall evaluate such bidders for the requested works and on satisfying the evaluation criteria may be granted a Safety Pre-Approved status for the specific types of work (e.g., O&M of Boiler, Turbine, CHP, AHP, Turnkey EPC, Switchyard, Distribution Electrical Contract etc.) which shall be initially valid for a period of 1-year and shall thereon be extended further against revalidation / re-evaluation as required.
- 7) Business Associates having such Safety Pre-Approved status for the type / category of jobs shall be exempted from submission of Safety Evaluation Bid against each tender provided that their Safety Pre-Approved status is valid for the subject work / tender.
- 8) A suitable system shall be developed by Contracts to track the validity of such Safety Pre-Approved status of Bidder for timely renewal failing which the Safety Pre-Approved status shall cease and Bidder will thereon have to provide Safety Bids with each tender until such one-time approval is renewed.

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Safety Bid Evaluation will be based on following parameters.

Evaluation Criteria

S. No.	Description	Max Marks	Criteria for evaluation
1.	Qualification and Experience of manpower	15	As per Clause No. 1 <u>CSM F6 – Safety Competency Assessment Form (R8)</u>
2.	Tools and Tackles to be provided by bidder	15	To be evaluated as per approved tool list of concerned departments.
3	PPE Requirements	5	To be evaluated as per approved PPEs standard and PPE Matrix specified in <u>CSM F8 – PPE Requirements (R8)</u>
4	Job Safety Plan/ Method	15	To be evaluated as per as per SOP/WI/HIRA
5	Vehicle Deployment	5	<u>Weightage will be given for CNG/Electrical Vehicles with endorsement of CNG kit on RC (R8)</u>
6	Crane and Mechanized heavy equipment Deployment	15	<u>Date of manufacturing or running hours or stipulated in laws.(R8)</u>
7	Training Records	5	Training records to be evaluated with evidence and scoring to be done as per availability of records
8	Certificate Accreditation	5	ISO 9001-2.5 Marks ISO 45001- 2.5 Marks ISO14001- 2.5 Marks. Total Max 5 Marks for all Three
9	Safety Initiative for learnings implemented in accidents in organization and work force (Fatal / Non-Fatal)	15	Maximum 15 marks will be awarded for visible evidence in terms of safety initiative deployed based on learning of accident in organization and workforce in case of accident
10	Rewards and Recognition Process	5	Maximum 5 marks will be awarded for R&R process evidence
Total		100	

Safety Records (Lag Parameter)

1.	Fatal Accident	(-) 10 Marks for each case with max of 15 marks	For any fatality in Tata power /Other company in Current and last three years 10 marks will be deducted with maximum up to 15 marks. For new entrant BA, these marks will be deducted for Past safety records. If and BA found hiding such facts, then contract will be terminated immediately during the execution stage.
2	LWDC (Non-fatal)	(-) 5 Marks for each case with max of 10 marks	For each LWDC (Non-Fatal) case in Tata power /Other company in Current and last years, 5 marks will be deducted with maximum up to 10 marks. For new entrant BA, these marks will be deducted for past safety records. If and BA found hiding such facts, then contract will be terminated immediately during the execution stage.

The Tata Power Ltd	Company		Minimum Requirement	Weightage	Score Obtained
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Manpower	Safety Officer (1 per 500 workers) or as per requirement		Qualification - Safety Officer shall possess recognized degree in any branch of engineering with practical experience in similar industries of Min 2 years and Advance Diploma In Industrial Safety by State technical board. (Each state government prescribes the qualification of safety officer.). Require knowledge of Local language. Experience - Minimum 2-year experience in relevant field as mentioned in the job in PR.	5	
	Safety Supervisor (1 per work site up to max. 50 workers). <u>(For any specific & specialized work, site safety supervisor will be decided by SCG)(R8)</u>		Qualification - Supervisor shall possess ITI/ Diploma in relevant field. PDIS is desirable, but not mandatory. Require knowledge of Local language. Experience - Minimum 5-year experience in relevant field as mentioned in the job in PR. Training – Trained and certified by Tata power Skill development Institute or equivalent institute in relevant safety procedures. Note: On request of the Business Associate /Users -TPDSI should vet & certify the skilled & experienced Technician if Technical Qualification is not adequate.	5	
	Qualified Technician (Skilled workers as electrician, rigger, fitter, welder, cable jointer, line men etc.)		Experience - Minimum 2-year experience (or experience prescribed by state government) in relevant field as mentioned in the job in PR. Training – Trained and certified by TPSDI or equivalent institute in relevant safety procedures.	5	
Tools & Tackles	Equipment / Machines/ Tools & Tackles (lifting and shifting tools)		The list of Equipment /Machines / Tools and tackles to be used for job to be submitted by the Business Associate. Evaluation of the list will be carried out based on 1) Suitability as per the relevant job	15	

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		2) Make and age of the tools from authorized agencies defined by the user. 3) Certification by the competent authority of respective state.		
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Final Qualifying Criteria

S. No.	Description	Max Marks	Criteria for evaluation
1.	Qualified Bidders	More than 70 marks	Marks Obtained. 60 Marks for New business-like Odisha Discom for one year from CSMC implementation date.

Appendix 8: CSM F8 - PPE requirements

The Business Associate shall ensure that the following PPE of Approved standards shall be always available and shall be used by his employees with no exception whatsoever. • PPE shall be conforming to BIS/DGMS/DIN specifications, in good condition and shall be comfortable to his employees, when used. This is indicative. For better clarification refer PPE procedure- **TPSMS/GSP/PPE/023**. As per safety terms and condition Appendix 2 CFM 2 in detail.

PPE Requirement

1	All Business Associate 's employees at site	Safety Florescent Jacket (orange color), Safety helmet & safety shoes with composite or steel toe cap
2	Workers mixing asphalt, cement, lime / concrete	Safety goggle & protective Hand gloves and footwear, Nose mask.
3	Welders / Grinders/Gas cutters	Welding screen/goggles, safety shoes, leather hand gloves, aprons, leg guard
4	Stone breaker	Protective goggle, hearing protection, anti-vibration hand gloves and Protective clothing.
5	Electricians / Linemen	Rubber hand gloves with correct voltage rating and expiry date normally one year from Manufacturing date& Electrical resistant shoes, Safety helmet with induction strip to alert about presence of voltage for those linemen who climb the poles or work on electrical equipment






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6	Workers working at a height of 1.8 Meter or above.	Double lanyard full body harness, fall arrestor and safety net made of reinforced nylon fiber ropes firmly supported with steel structures, Work positioning attachment
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PPE Type and Testing Frequency

Sl. No.	Name of PPE	IS / EN Standard	Testing Frequency	Remarks
01	Leather Safety Shoes (Color – Black) with PU toe cap.	IS:15298 (Part-2)	Monthly and visual check every day for any crack or damage in the leather or sole.	
02	HDPE Safety helmet with chin strap and ratchet type for adjustment for non-Electrical work	IS:2925-1984	Monthly and visual check every day for any crack in shell.	
03	Full body harness (Safety belt)	EN 361	Monthly and visual check every day of the bends and the harness.	
04	Electrical Safety Gloves	EN: 60903 CE marked	Weekly and visual check for any crack and blow test before every work.	Manufactured not beyond 12 months.
05	Full face visor with safety helmet	EN: 166 CE marked (Visor)	Monthly and visual check every day for any crack in shell.	Clear acrylic visor attached with safety helmet.
06	Fireproof jacket for chest protection		Monthly and visual check every day.	
07	Safety helmet with induction Strip for linemen and working for electrical work-Class E	EN 397/2012	Monthly and visual check everyday	Induction Strip alerts presence of voltage
08	Shorting clamps, crocodile clamps, Discharge Rod and Neon tester		Monthly and visual check everyday	For discharging the residual voltage and test before touch

Pictorial View of PPEs for reference purpose

Sl. No.	Name of PPE	IS / EN Standard	Picture
01	Leather Safety Shoes (Color – Black) with PU toe cap.	IS:15298(Part-2) and with test report of electrical resistance.	
02	HDPE Safety helmet with chin strap and ratchet type for adjustment for Nonelectrical work and electrical work	IS:2925-1984/ EN 397/2012	
03	Full body harness (Safety belt) The straps at shoulder and thigh shall have full pad for comfort. The back shall be so designed that harness straps do not tangle with each other.	EN 361:2002 EN 358 : 2000 IS: 3521:1991/2002	
04	Electrical Safety Gloves – Composite type Soft electrical gloves as per size of individual.	EN: 60903 CE marked	
05	Full face visor with safety helmet	EN: 166 CE marked (Visor)	

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06	Fireproof jacket for chest protection		
08	Reflective jacket to each workman	As per Tata Power standard	

These pictures are indicative. Actual product may vary.

Note:

1. Any other Personal Protection Equipment required beyond above list will be according to BIS or EN Standards.
2. All Personal Protection Equipment will be checked by the engineer in-charge or SAFETY group of company.
3. Safety Representative of the BA must maintain the record of the availability, condition and checking of the PPEs.
4. All tools required as per the contract must be according to respective IS / EN standards.
5. Company may revise or add the above list of PPE and their specifications as and when feel necessary. The information about new specifications /models will be circulated by the Engineer In-charge (EIC), which shall adhere by the business associated in the shortest possible time. The EIC shall issue a memo / instruction to BA with timeline for implementation. Any delay will be treated as non- compliance / safety violations.

Appendix 9: CSM F9 - Site Safety Management Plan / Method Statement

Site Safety Plan / Method Statement (Template)

This Method Statement describes the specific safe working methods which will be used to carry out the described work. It gives details of work procedure with control measures to counter health and safety issues related to this work. The listed content of this Method Statement can be changed/modified subjected to job scope / specifications, but task specific method statement once finalized & approved, that should not be modified during work execution without permission from the approving authority.

Project/Job Name	
Scope of work: -	
Drawing References: -	

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Detail of Sub Business Associate s involved: -		
Method Statement Prepared By: - Designation: - (e.g., Site Manager)	<u>Signature</u>	<u>Date</u>

1.0 Introduction (*Describe purpose of the work, give details of type and scope of work being carried out*)

--

2.0 Location of Work (*Give site address and precise location on site where work is to be carried out*)

--

3.0 Safety Document /Specific Approval Required (*Details of any safety documents or specific approval i.e., Client specific approval required to undertake the work*)

--

5.0 Role & Responsibilities of Personnel/Parties Involved in activities: *Clearly define roles and responsibilities of all personnel involved in activity i.e., Site management staff including subBusiness Associate s' staff, Project Manager/Site Manager of principal Business Associate , Sub Business Associate Site Manager, Project Engineer, Safety officer, Competent Supervisory Staff etc.)*

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6.0 Working/Activity Description: - *It is important that all operatives should have clear idea of those operational sequences and responsible supervisor must verify their competency prior to their engagement in operation.*

6.1 Pre-Working Checks

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6.2 Resources (Equipment, tools including manpower) Details *i.e., Equipment and Tools, specific operational equipment, test kits, lifting resources, Details of materials to be used in operation, including any reference to COSHH assessments in case of use of any chemicals, Details of the manpower allocated to the task, e.g., titles, qualifications, competences, direct manpower, Business Associate s. Details of plant, tools, and equipment to be used for the work, including the availability of relevant statutory documents, checks or inspections etc. Details of fencing, barriers, cones, chains, dangers notices, warning signs etc.*

Tools required for work:

Sr.No	Tools /Equipment /Machine	UOM	Required Qty.	Remark
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

6.4 Operational Sequence of work: - *Full description of the work, setting out the methodology in a sequential manner, including any reference to any identified operational restraints. Also refer here sec. 5.0 responsibilities part for every step of work sequence).*

S. No	Activity	Details of job sequence	Risk Involved	Control Checks
1.				
2.				

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3				
4				
5.				

6.7 Final Checks & restoration of work area after completion of work: *Those checks to be carried out by responsible supervisor in witness of his line hierarchy by use of specific checklist of certain operational checks and once those completed satisfactory, PTW (if applicable) to be closed and isolation arrangements to be restored by removing barricades/cautionary tags.*

7.0 Task Specific Hazards: - *Refer to Task Specific Risk Assessment and attach in appendix*

Attachment: - Specific Risk Assessment

In addition, please provide below control measures in risk assessment *(as applicable)*.

Fall Protection Measures: (Where Work at height cannot be avoided)							
Control Measures for Electrical Hazards							
Others Hazard if any (please provide details)							
Hazardous Substances to be used in job: (Attach MSDS if required)	 Acute Toxic	 Health Hazard	 Corrosive	 Dangerous For the environment	 Oxidising	 Highly flammable	 Explosives
	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N

8.0Emergency Provisions: *Relevant operational possibility of a programme in the case of emergency situation i.e. electrical supply restoration. In addition, emergency response provisions i.e., first aiders,*

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firefighting, and first aid arrangements, nearest onsite/offsite emergency response also to be considered during emergency planning.

9.0 "5S issues" / Waste Disposal/ Housekeeping and Environmental issues: *Details waste disposal processes and or housekeeping activities, Details of environmental impacts and control measures.*

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10.0 Personal Protective Equipment (PPE): *Tick on PPE requirements for the task/Job*

<i>Safety Helmet / Hard Hats</i>		<i>Safety Shoe / Safety Boots</i>	
<i>Gum Boot</i>		<i>Double Lanyard Safety Harness with work positioning attachment</i>	
<i>Electrical Hand gloves</i>		<i>Other hand gloves</i>	
<i>Eye protection</i>		<i>Respiratory protection</i>	
<i>Ear Protection</i>		<i>Electrical Arc flash suit</i>	
<i>Chemical resistant suit</i>		<i>Reflective Jackets</i>	
<i>Any Other</i>		<i>Any Other</i>	

11.0 First Aid facilities and Nearby Hospitals Details

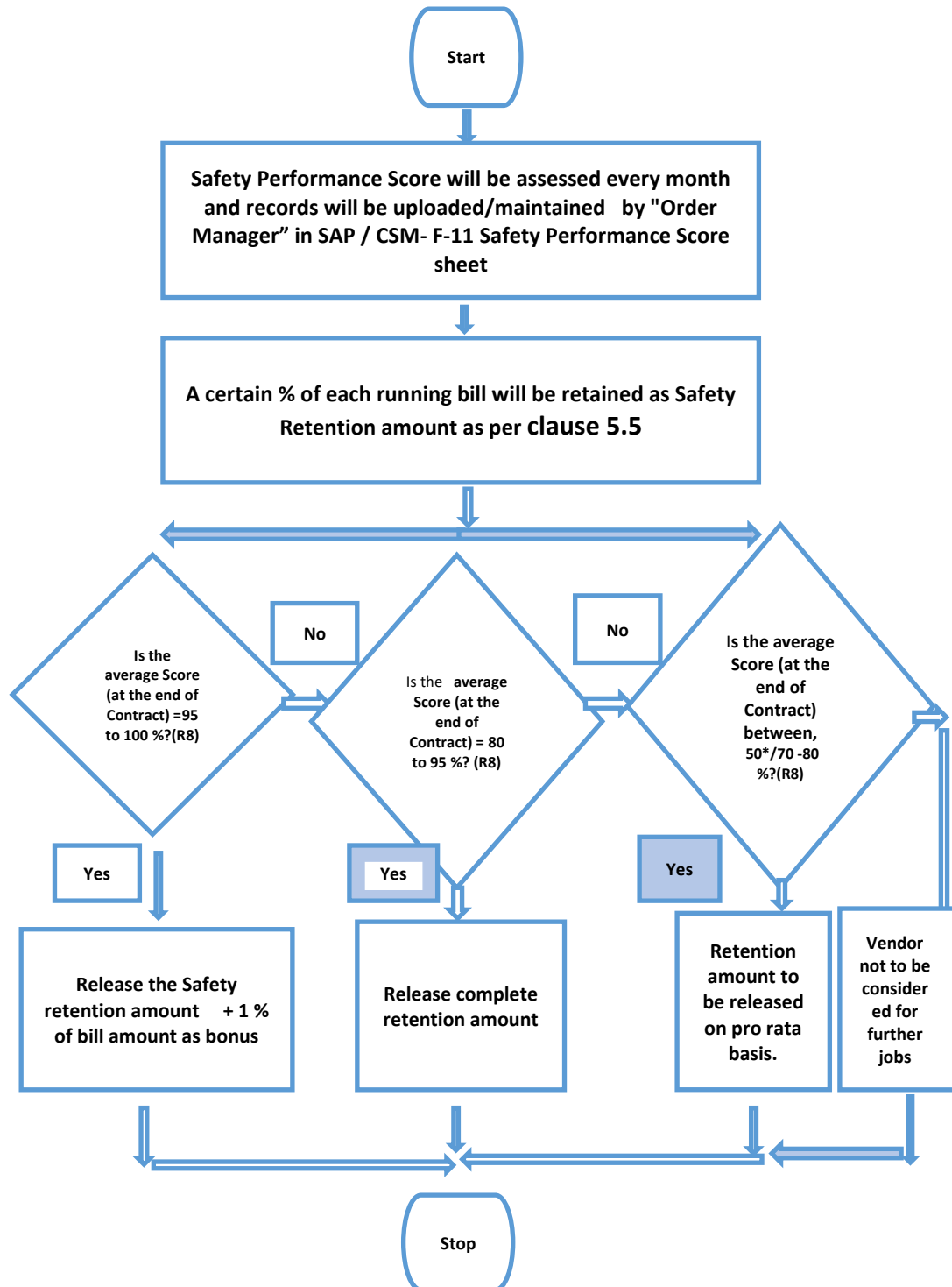
- Name of On Site First Aider
- First Aid Box Location
- Location of nearest hospital

12.0 Occupational Health, Fitness and COVID-19 related Preparedness:

- | |
|---|
| <ul style="list-style-type: none"> • Please give a brief write-up / methodology of your organization's plan to avoid impact of the COVID-19 pandemic at Tata Power working site. • Please give brief details of occupational health and hygiene related interventions planned by your organisation to ensure good health and fitness of workforce at Tata Power site. |
|---|

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Appendix 10 – CSM F10 – Process Flow Chart for Safety Performance Evaluation (R8)



*** For New Business such as Odisha Discoms**

Appendix 11 CSM F11 - Safety Performance Evaluation Criteria (R8)

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Safety Performance Evaluation Report- CSM F11

BA field safety audit (Safety Performance Evaluation for BA).							
Division		Function					
Name of BA		Month					
Nature of Work		PO					
	A. Lead Indicators		100 (for star rating score will dividend scale of 2.5)				
	-	UOM	Target		Actual score for the month		
1	% of employees certified in Skill development institute/ authorized agency/Card issued.	% Workforce covered	100 %	51% to 99%	50%	<50 %	
	Score		10	Pro-rata	5	0	
2	Monthly inspection and replacement of damaged Personal Protective equipment -PPE by BA (Safety shoes, Induction helmet, full body safety harness with work positioning lanyard, rubber insulated gloves, reflective jacket etc.as per Job requirement)	% of total workforce	100 %	99% to 50%	<50%		
	Score		10	5	0		
3	Monthly inspection and replacement of damaged Critical Equipment, lifting Tools & Tackles and hand tools used at site by BA (Neon Tester, Discharge rod, ladders Vehicle, Tools & tackles carried out and defective equipment replaced as required.	% Total T&T	100 %	99% to 50%	<50%		
	Score		10	7	0		

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4	Unsafe Conditions/Acts (Potential Hazards), near miss(Close calls), minor injury(First aid cases and MTC) cases reported	Observation / Nos of workforce	0.50	0.25	<0.25		
	Score		10	7	0		
5	Monthly R&R for workforce along with Tata power reparative monthly	% of total workforce	10%	5%	0		
	Score		10	5	0		
6	Nos of workforce covered under program under Jivan Ki Aur/Ghar se Ghar tak/Surkhshit Pariwar ki aur	% of total workforce	10%	5%-10%			
	Score		10	0			
7	Safe (designated way) Disposal of Waste generated, Records of waste (Hazardous Waste – Oily cotton waste – E-waste etc.) generation. No effluents to drain/discharges to ground		YES	NO			
	Score		15	0			
8	<u>Daily Tool box talk and Weekly Mass communications covering 100 % workforce and records maintained or not(R8).</u>	% of total workforce	100 %	50-100%	<50%		
	Score		10	5	0		
09	<u>Check for housekeeping at site(R8)</u>	At least 3S.	YES	NO			
	Score		15	0			
	B. Lag Indicators		50 (for star rating score will dividend scale of 2.5)				
			Target				

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1	Number of Fatalities	0	>0			
	Score	30	0			
2	No of LWDC - Reportable	0	>0			
	Score	10 / 20*	0			
3	Major Fire	0	>0			
	Score	10 / 0*	0			
	Total score	150				0
	* Odisha					% 0

Appendix 12: CSM F12 - Safety Violation Penalty Criteria

Major Violations and Escalation matrix

Consequence of safety violation observed not related to incidents or accidents		Violations				
Sl. No.	<u>Safety Violation</u>	1st	2nd	3rd	4th	<u>Subsequent violation</u>
1	Working without required PPE such as Helmet/gloves/safety shoes/Safety harness etc.	A	B	C	D	Will Attract the same penalty as 4th violation
2	Working without proper tools and tackles	A	B	C	D	
3	Poor or bad condition of Crane/Hydra/Vehicle and/or Incompetent driver and/or helper).	B	C	D	E	Termination of Contract and blacklisting after repetition of violations (3 to 4 times as the case may be)
4	Improper Working at Height	B	C	D	E	
5	Untrained /unauthorized workman engaged in high-risk jobs	B	C	D	E	
6	Violation of SOP or WI or LOTO	C	D	E		
7	Working without PTW or LC / Without authorization / Without creating Safe Zone	C	D	E		

Legend	Action to be Taken	Responsibility	Penalty (INR)	Repeat Violations
A	Levy of Penalty	Order manager / EIC	5000	The no. of repeat violations shall be calculated
B	Memo to BA and Levy of Penalty	Order manager / EIC	10000	

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C	Memo to BA and Levy of Penalty	Order manager / EIC	25000	cumulative during the FY and deduction will be done from the monthly bills.(R8) the contract period, not on a monthly basis
D	Memo to BA and Levy of Penalty	Order Manager / EIC	50000	
E	Memo to BA, Levy of Penalty, Termination of Contract, Blacklist	Order Manager / EIC	100000	

***Blacklisted Business Associates shall eligible for New Bid after one year subjected to Star Rating Performance evaluation (R8).**

Other Violations and Penalty

Penalty shall be imposed on the Business Associate's under the following circumstances for breaching the contractual agreements. The list is not exhaustive, but indicative.

Sl. No	Description of Violation	Severity	Penalty (INR)
1.	Unhygienic/Bad condition of PPE	2	500
2.	Unsafe Act/Condition of Severity 4	4	4000
3.	Unsafe Act/Condition of Severity 5	5	5000
4.	No Earthing of Electrical equipment	5	5000
5.	Working without efficient supervision	4	4000
6.	Non-reporting of incidents	3	3000
7.	Starting the job without Toolbox Talk	4	4000
8.	Electric cable tied with metal wire / Use of damaged electrical cable / Use of two core cable	3	3000
9.	Rubber mat not available in front of electrical panels.	3	3000
10.	Inserting naked wire into the socket instead of a plug	5	5000
11	Inflammable materials stored inside PSS/FCC/Distribution Room	5	5000
12	Water accumulation found near electrical panels / equipment	5	5000
13	Grinding wheel/ Coupling/ Piling winch/other rotating parts without guard	4	4000
14	Inadequate illumination of working area	3	3000
15	Bringing inside PSS/FCC or any other work area any chemicals without approval.	5	5000

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16	Loose materials in work area which can fall down or fly during a storm	5	5000
17	Misusing emergency facilities like fire hydrant line/ hose box/ spray system/ eye wash etc.	3	3000
18	Entering restricted areas like switch yard, hazardous material storage room etc. without authorization	3	3000
19	Not using 24 V lamp inside confined spaces	3	3000
20	Bypassing/overriding safety interlocks	5	5000
21	Working besides road without proper barricading and monitoring of traffic	5	5000
22	Smoking in prohibited area (Closed Go-downs, Storage of flammable material, Storage of Gas cylinders, PSS, Offices etc.)	3	3000
23	Improper stacking of materials in Storage Yard	4	4000
24	Sleeping at workplace	3	3000
25	First aid box not available / in locked condition	2	2000
26	Appointment of sub Business Associate without his Safety Bid Evaluation and/or without the permission of engineer in charge or Order manager.	5	5% of order value
27	Bad Housekeeping with respect to <i>TPSMS/GSP/GHK/022</i> <ul style="list-style-type: none"> • 1st Instant • 2nd instant • 3rd instant • 4th instant • Subsequent instants 	2	<ul style="list-style-type: none"> • 1000 • 2000 • 5000 • 10000 • 10000
28	Violations related to vehicles with respect to <i>TPSMS/CSP/RSP/015</i> . <ul style="list-style-type: none"> • Parking without wheel choke • Parking in undesignated area • Heavy vehicle without helper or co-driver • Seat belt not available / not used • Driver without license • Heavy vehicles without reverse horn • Using mobile phone while driving • Lights/mirrors not working /broken 	3	1000 per each violation
28	Violation in Gas cutting and Gas cylinder handling <ul style="list-style-type: none"> • Cylinder valve without guard • No flashback arrester • Leaky DA/Oxygen hose • Cylinders not kept in secured manner 	5	2000 per each violation

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	<ul style="list-style-type: none"> • Cylinder trolley not available • Cylinders are transported by manual rolling 		
29	Violations in Lifting Operations w.r.t. to TPSMS/CSP/HEMS/005 <ul style="list-style-type: none"> • Hook latch missing • Load raised or swung over people or occupied areas of building • Persons standing within the swing area of the crane • No barricading of crane working area • Use of damaged lifting tools and tackles • Lifting tools and tackles not tested / Test certificate expired • Crane operator without proper license • Angular loading • Lifting / shifting heavy material without guide rope • Using mobile phone during loading and unloading jobs 	5	2000 per each violation
30	Violation in Scaffolding work w.r.t. to TPSMS/CSP/SCAF/007 <ul style="list-style-type: none"> • Unstable scaffolding/nonstandard Scaffolding in use • Handrails/mid rails/toe guards missing • Safety harness not anchored on fixed structure • Opening found in working platform 	5	2000 per violation
31	Violation in Excavation Work w.r.t. to TPSMS/CSP/EXS/002 <ul style="list-style-type: none"> • Loose material falling into excavated pit • Water logging in excavated pits / trenches • Inadequate or no barricading • Undercut / cave in found on sides of excavated pits 	4	2000 per violation
32	Caution boards, danger signs (luminescent /red) along with emergency contact number are not found displayed.	3	3000
34	Spillage of hazardous material/chemicals during transportation	4	4000

Penalty for Incidents / Accidents

Consequence of incident / Accident		Incident / Accident				Action Required
Sr.No.	Type of Injury	1st	2nd	3rd	4th	
1	Major Injury (Bone injury or burn or hospitalization >48 hrs.) Non-fatal	F	F	G	G	Action Required
2	Major Injury (Bone injury or burn or hospitalization >48 hrs.) Non-	G	G	H		Intolerable

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	Fatal (Two or more non-Fatal in one event)					
3	Single fatality in one event	G	H			
4	Multiple fatalities (Two or more fatalities in one event). Anywhere in Tata power.	H				
Legend	Action to be taken	Responsibility		Penalty (INR)	The no. of violations shall be calculated cumulative during FY and deduction will be done just after Consequence of incident / Accident(R8)the contract period for all contracts in SBU, not on a monthly basis	
F	Memo to BA and Levy of Penalty	Order Manager/Engineer in charge		200000		
G	Memo to BA and Levy of Penalty	Order Manager/Engineer in charge		500000		
H	Memo to BA, Levy of Penalty, Termination of Contract and Blacklisting the BA	Order Manager/Engineer in charge		1000000		

Appendix 13: Indicative List of High-Risk Jobs (R8)-

Indicative high-risk jobs are given below. This is not an exhaustive list. This is only indicative.

Sl. No.	Jobs
1	Transmission Line Tower Erection on columns, near live lines, In congested areas, In creeks, In the Sea.
2	Conductor Stringing on Tower Using Tensioner & Puller in the area such as Line Crossing, Near Live lines, Congested Areas, Road Crossing, Bridge Crossing, Railway line Crossing, In creeks, In the Sea
3	Cable Pulling by Using winch Machine in City and Rural Areas
4	Hot Washing of HT and Extra HT lines, Towers and switchyards equipment
5	Maintenance / Testing and Replacement of High Voltage (33 KV etc.) Switchyard equipment
6	Installation of Lifts
7	Installation of EOT Cranes
8	Tower Dismantling
9	Working on H Frame /Pole mounted Transformers
10	Excavation in operational Area having power cables in receiving station
11	Identification and spiking of cable / disconnection of cables from poles
12	Working on Electrical Panels

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13	Working on live electrical switch yard, Material handling and equipment repair/installation.
14	All activities that require climbing on a pole/structures/Towers/Transformers
15	Cable laying and termination jobs
16	Excavation beyond 5 feet near existing building and structures
17	Working in confined Spaces
18	Stringing of new conductors over poles
19	Work at height
20	Electrical Work
21	Excavation work >3 ft.
22	Line breaking - Fuel
23	Line breaking - Power
24	Line breaking - Gas
25	Hot work - Welding, Brazing , Gas cutting , Grinding and any process which generates heat and Spark
26	DG Maintenance
27	Gas line - Cylinder change over
28	Gas line - Any part replacement, Flushing, working with high pressure (Not applicable for General check or any other Alarm reset etc.)
29	Chemical drum change over
30	Effluent handling - Loading to tanker, Pump or any other part replacement
31	Chemical and Effluent handling - Pump, Valve replacement, and any work which exposes chemical or effluent (Not applicable for General check or any other Alarm reset etc.)
32	Working on Robots - General check using check list, alarm reset etc.
33	Working on Robots - Replacement of Faulty devices, sensors etc.
34	Working Inside ASRS- General check using check list, alarm reset etc.
35	Working Inside ASRS - Replacement of Faulty devices, sensors etc.
36	Lifting activity
37	Working in Elevator / Lift
38	Canopy work
39	Panel & equipment Testing.
40	String Connection & VOC Testing
41	Commissioning activities.
42	Transformer Testing.

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43	HIPO Test.
44	Battery Bank Installation & testing.

Appendix 14: Sub-vendor Engagement Request Form (R8)

(This form is to be used by Prime / Main Vendor's organisation in their letter head)

Form

Ref No.....

Date:

The Chief Procurement Officer / Chief Commercial (Division.....) Tata Power
Location:

Sub: Approval Request for Engagement of Sub-vendor against Work Order
No.....dated [High risk job/Medium risk job/Low risk job]

Through: Representative of user department (Signature)-

Dear Sir,

This is to bring to your kind attention that Tata Power/.....has placed a Work Order on us: No:
..... date:.....for execution of the following job
.....

We seek your approval for the engagement of Sub-vendor/ Vendors (registered as per BASCC) for execution of the job as detailed below.

Tick option A or B as applicable:

A) M/s Vendor code (3-Star qualified) will be
deployed as

B) Sub-vendor for executing the job under their own supervision.

M/s

.....Vendor code will be deployed as Sub-vendor
under Prime / Main Vendor supervision (Star-rating is not mandatory).

We hereby declare that we shall be solely responsible for compliance of all the terms and conditions of the said order as well as with various statutory provisions as applicable for the execution of the job through the said sub-vendor to be engaged by us.

Thanking you

The Tata Power Company Ltd		<i>Business Associate's Safety Code of Conduct</i>
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Yours sincerely
(Prime Vendor with office seal)

Name of the prime vendor's representative:..... Designation..... Vendor

Name:..... Vendor Code:.....

For Official Use only

Approval Granted/ Not Granted:
Order Manager/Contract Administrator -

Appendix 15: CSM F 15: BA Competency Skill Matrix

Generation Cluster

SI No.	Department	Designation	Qualification	Experience	Mandatory Requirement	L0	L1	L2	L2 Trainings	L3
1	O&M	Helper	Preferably 10th Pass				Mandatory			
		Electrician	ITI(Electrical trade) Or shall as per CEA Regulation chapter 2 clause 7.2 [Electrical Licence as per voltage]	Mini. 2Yr Post qualification exp. in Project/maintenance as per voltage category	License is required		Mandatory	Mandatory	LT/HT/WAH	
		Heavy Equipment Operator (EOT/Crane/ Heavy vehicles)		Mini. 2Yr Exp.	License is required as per state statutory requirement		Mandatory	Mandatory	Road/Vehicle Safety/ Lifting Operation	
		IBR Welder/ Welder/gas cutter/Grinder		Mini. 2Yr Exp.			Mandatory	Mandatory	HOT Work/WAH/CS	
		Rigger		Mini. 2Yr Exp.			Mandatory	Mandatory	Lifting /WAH/	
		Foreman		Mini. 5 Yr Exp.			Mandatory	Mandatory	Lifting /WAH/CS	
		Fire Man		Mini. 2Yr Exp.			Mandatory		Fire Fighting	
		Masson		Mini. 2Yr Exp.			Mandatory			
		Carpenter		Mini. 2Yr Exp.			Mandatory			
		fitter		Mini. 2Yr Exp.			Mandatory			
		Garden Maintenance/ Security/ Pantry Staff / Pest Controller		Mini. 2Yr Exp.		Mandatory	Mandatory			
		Assit. Chemist	Bsc Chemical	Mini. 2Yr Exp.			Mandatory	Mandatory		
		Chemist	Bsc Chemical	Mini. 2Yr Exp.			Mandatory	Mandatory		
		Scaffolder		Mini. 2Yr Exp.			Mandatory	Mandatory	Scaffolding / WAH/CS	
		Supervisor	Degree/Diploma in Engg.	Mini. 5Yr Exp.			Mandatory			Mandatory

		BA Engineer	Degree/Diploma in Engg.	Mini. 2Yr Exp.			Mandatory			Mandatory
2	Projects	Helper	Preferably 10th Pass				Mandatory			
		Electrician	ITI(Electrical trade) Or shall as per CEA Regulation chapter 2 clause 7.2 [Electrical Licence as per voltage]	Mini. 2Yr Post qualification exp. in Project/maintenance as per voltage category	License is required		Mandatory	Mandatory	LT/HT/WAH	
		Operator		Mini. 2Yr Exp.			Mandatory	Mandatory	Road/Vehicle Safety/ Lifting Operation	
		Welder		Mini. 2Yr Exp.			Mandatory	Mandatory	HOT Work/WAH/CS	
		Rigger		Mini. 2Yr Exp.			Mandatory	Mandatory	Lifting /WAH/	
		Foreman		Mini. 5 Yr Exp.			Mandatory	Mandatory	Lifting /WAH/CS	
		Scaffolder		Mini. 2Yr Exp.			Mandatory	Mandatory	Scaffolding / WAH/CS	
		Supervisor	Degree/Diploma in Engg.	Mini. 5Yr Exp.			Mandatory	Mandatory		
		BA Engineer	Degree/Diploma in Engg.	Mini. 2Yr Exp.			Mandatory			Mandatory

Competency Framework -

Competency Assessment criteria consists of	-	<u>Criteria for competency assessment of Lineman/helper Bronze/Silver/Gold Category</u>
1. CV Selection before imparting training L1/L2 2. One to one interaction with CFT. (CFT comprises of more then 2 member team in which a safety/SDI official, and a functional Manager from the same department or cross functional department.)	-	<u>For Skilled - L1(30) + L2/L3(30) + Interview (40 Marks)</u>
Gold - 91% - 95%, Silver - 81% -90%, Bronze - 71% - 80%, Fail - 70% & Below		
Notes: All trade to be assessed for Technical competency even before imparting L1/L2/L3 training. 1. Fail: To be removed from work. 2. Bronze: Work for assisting Silver and Gold. 3. Silver: Work under competent supervisors. 4. Gold: Work independently. This is only for BA workforce		

T&D Cluster

SI No.	Department	Designation	Qualification	Experience	Mandatory Requirement	L1	L2	L2 Trainings	L3
1	O&M	Helper	Preferably 10th Pass	Mini. 2 Yr working Exp. in power distribution, ability to read, write emphasis on safety.		Mandatory			
		Lineman/ Fitter	ITI(Electrical trade) Or shall as per CEA Regulation chapter 2 clause 7.2 [Electrical Licence as per voltage]	Mini. 2Yr Post qualification exp. in Project/maintenance as per voltage category	license is required	Mandatory	Mandatory	LT/HT	
		Cable Joiner				Mandatory	Mandatory	LT/HT	
		Supervisor	Degree/Diploma in Electrical Engg.	2 Exp. as per voltage category and valid supervisory licence		Mandatory			Mandatory
		BA Safety Officer / Supervisor	Degree/Diploma in Engg. & Diploma in industrial safety From Recognised institute	Mini. 3 Yr Post qualification exp. In the field of Electrical safety		Mandatory			Mandatory
2	Projects	Helper	Preferably 10th Pass	Mini. 2 Yr working Exp. in power distribution, ability to read, write emphasis on safety.		Mandatory			
		Lineman/ Fitter	ITI(Electrical trade) Or shall as per CEA Regulation chapter 2 clause 7.2 [Electrical Licence as per voltage]	Mini. 2Yr Post qualification exp. in Project/maintenance as per voltage category	Minimum MV license is required	Mandatory	Mandatory	LT/HT	
		Supervisor	Degree/Diploma in Electrical Engg.	2 Exp. as per voltage category and valid supervisory licence		Mandatory			Mandatory
		BA Safety Officer / Supervisor	Degree/Diploma in Engg. & Diploma in industrial safety From Recognised institute	Mini. 3 Yr Post qualification exp. In the field of Electrical safety		Mandatory			Mandatory
3	Civil	Helper	Preferably 10th Pass	Ability to read, write emphasis on safety		Mandatory			
		Masson		Mini. 2Yr Exp.		Mandatory	Mandatory	Excavation Safety	
		Supervisor	Degree/Diploma in Electrical Engg./Civil Engg.	2 Exp. as per voltage category and valid supervisory licence		Mandatory			Mandatory
4	MMG	Helper/MI	Preferably 10th Pass	Minimum 2 Yr working Exp. in power distribution, ability to read, write emphasis on safety.		Mandatory			
		Lineman	ITI(Electrical trade) Or shall as per CEA Regulation chapter 2 clause 7.2 [Electrical Licence as per voltage]	Mini. 2Yr Post qualification exp. in Project/maintenance as per voltage category	Minimum MV license is required	Mandatory	Mandatory	LT/HT	
		Supervisor	Degree/Diploma in Electrical Engg.	2 Exp. as per voltage category and valid supervisory licence		Mandatory			Mandatory

		BA Safety Officer / Supervisor	Degree/Diploma in Engg. & Diploma in industrial safety From Recognised institute	Mini. 3 Yr Post qualification exp. In the field of Electrical safety		Mandatory			Mandatory
5	EHV	Helper	Preferably 10th Pass	Minimum 2 Yr working Experience in power distribution, ability to read, write emphasis on safety.		Mandatory			
		Lineman	ITI(Electrical trade) Or shall as per CEA Regulation chapter 2 clause 7.2 [Electrical Licence as per voltage]	Mini. 2Yr Post qualification exp. in Project/maintenance as per voltage category	Minimum MV license is required	Mandatory	Mandatory	LT/HT	
		Supervisor		2 Exp. as per voltage category and valid supervisory licence		Mandatory			Mandatory
		BA Safety Engineer	Degree/Diploma in Electrical Engg.	2 Yr. Post Qualification Exp. with valid supervisory license		Mandatory			Mandatory
		BA Safety Officer / Supervisor	Degree/Diploma in Engg. & Diploma in industrial safety From Recognised institute	Mini. 3 Yr Post qualification exp. In the field of Electrical safety		Mandatory			Mandatory
6	Admin	Helper	Preferably 10th Pass	Ability to read, write emphasis on safety		Mandatory			
		Driver	Preferably 10th Pass	With Valid driving Licence		Mandatory	Mandatory	Road/ Vehicle Safety	
		Supervisor				Mandatory			Mandatory

Competency Framework -

Competency Assessment criteria consists of	-	<u>Criteria for competency assessment of Lineman/helper Bronze/Silver/Gold Category</u>
1. CV Selection before imparting training L1/L2 2. One to one interaction with CFT. (CFT comprises of more then 2 member team in which a safety/SDI official, and a functional Manager from the same department or cross functional department.)	-	For Lineman/Supervisor - SDI Assessment(30) + L1(20) + L2/L3(20) + Interview (30 Marks)
Gold - 91% - 95%, Silver - 81% -90%, Bronze - 71% - 80%, Fail - 70% & Below		
Notes: All trade to be assessed for Technical competency even before imparting L1/L2/L3 training. 1. Fail: To be removed from work. 2. Bronze: Work for assisting Silver and Gold. 3. Silver: Work under competent supervisors. 4. Gold: Work independently. This is only for BA workforce		

Renewable Cluster

SI No.	Department	Designation	Qualification	Experience	Mandatory Requirement	L0	L1	L2	L2 Training (Specific)	L3
1	EPC Project (Large/Solar/ Wind/Roof Top Solar)	Helper	Preferably 10th Pass				Mandatory			
		Electrician	ITI(Electrician /Wireman trade) with wireman license from Respective state electrical licensing board for voltage level	Mini. 2Yr exp. in Industry	Possession of Valid Electrician/ Wireman License		Mandatory	Mandatory	LT	
		Heavy Equipment (Farahana/JCB/ Excavator etc.)		Mini. 2Yr Exp.	Possession of appropriate Driving license approved by RTO		Mandatory			
		Crane Operator		Mini. 2Yr Exp.	Possession of appropriate Driving License approved by RTO		Mandatory	Mandatory	Road/Vehicl e Safety	
		Carpenter		Mini. 2Yr Exp.			Mandatory			
		Fitter		Mini. 2Yr Exp.			Mandatory			
		Masson		Mini. 2Yr Exp.			Mandatory			
		Welder/Gas cutter/ Grinder		Mini. 2Yr Exp.			Mandatory			
		Supervisor	Preferably 10th/ITI/Diploma Pass	Mini. 5Yr Exp.			Mandatory			Mandatory
		Engr.	Degree/Diploma in Engg.	Mini. 2Yr Exp.			Mandatory			Mandatory
2	Manufacturin g/4GW	Helper/Security/ Canteen Staff/ HK Staff/Waste Mang. Handler	Preferably 10th Pass	Experience In similar working profile.		Mandatory				
		Electrician	ITI(Electrical trade) Or shall as per CEA Regulation chapter 2 clause 7.2 [Electrical Licence as per voltage]	Mini. 2Yr Post qualification exp.	License is required		Mandatory	Mandatory	LT/HT	
		Electrician (Working below 11KV)	ITI (Electrical/wire man trade)	Mini. 2Yr Post qualification exp.	NA		Mandatory	Mandatory	LT	
		Forklift Operator/Stacker/ BOPT	Preferably 10th Pass	Mini. 2Yr Exp.	License is required as per state statutory Req. (If not define in		Mandatory			

					that case LMV is must)					
		Operator/Trainee	ITI (Mech./Electrical/other trades)	NA			Mandatory			
		Operator/Trainee (Non-Technical)	Minimum 10th	NA			Mandatory			
		Carpenter	Preferably 10th Pass	NA			Mandatory			
		Welder	ITI welder trade	Min 2 Yr Exp.			Mandatory			
		Supervisor	Degree/Diploma	0 TO 2 Yr Exp.			Mandatory			Mandatory
		BA Safety Officer/ Supervisor	Degree/Diploma in Engg.	Mini. 2 Yr Exp.	Qualification as per State Factory Rule		Mandatory			Mandatory
		BA Engg.	Degree/Diploma in Engg.	Mini. 2Yr Exp.			Mandatory			Mandatory
3	Wind O&M	Technician Electrical	ITI(Electrical trade) Or shall as per CEA Regulation chapter 2 clause 7.2 [Electrical Licence as per voltage]	Mini. 2Yr Post qualification exp. in Project/maintenance as per voltage category			Mandatory	Mandatory	LT/WAH/CS	
		Technician Mech.	ITI (Mach/fitter)	Mini. 2Yr Exp.			Mandatory	Mandatory	LT/WAH/CS	
		Supervisor	Degree/Diploma in Engg.	Mini. 5Yr Exp.			Mandatory			Mandatory
		BA Engr./Site In charge	Degree/Diploma in Engg.	Mini. 2Yr Exp.			Mandatory			Mandatory
4	Solar O&M	Helper	Preferably 10th Pass	Preferably exp. In similar working profile.			Mandatory			
		Electrician	ITI(Electrician /Wireman trade) with wireman license from Respective state electrical licensing board for voltage level	Mini. 2Yr Post qualification exp. in Project/maintenance as per voltage category	License ie required		Mandatory	Mandatory	LT/HT/WAH	

		Grass Cutter	Preferably 10th Pass	Mini. 2Yr Exp.			Mandatory			
		Module Cleaner	Preferably 10th Pass	Experience In similar working profile.			Mandatory			
		Technician		Mini. 2Yr Exp.			Mandatory	Mandatory	Lifting/LT	
		Supervisor		Mini. 5Yr Exp.			Mandatory			Mandatory
		BA Engg.		Mini. 2Yr Exp.			Mandatory			Mandatory

Competency Framework -

Competency Assessment criteria consists of	-	<u>Criteria for competency assessment of Lineman/helper Bronze/Silver/Gold Category</u>
1. CV Selection before imparting training L1/L2 2. One to one interaction with CFT. (CFT comprises of more then 2 member team in which a safety/SDI official, and a functional Manager from the same department or cross functional department.)	-	For Skilled - L1(30) + L2/L3(30) + Interview (40 Marks)
Gold - 91% - 95%, Silver - 81% -90%, Bronze - 71% - 80%, Fail - 70% & Below		
Notes: All trade to be assessed for Technical competency even before imparting L1/L2/L3 training. 1. Fail: To be removed from work. 2. Bronze: Work for assisting Silver and Gold. 3. Silver: Work under competent supervisors. 4. Gold: Work independently. This is only for BA workforce		

Odisha Discom Cluster

SI No.	Department	Designation	Qualification	Experience	Mandatory Requirement	L1	L2	L2 Trainings (Specific)	L3
1	O&M (33 KV, 11KV and below)	Helper	Preferably 10th Pass	Having basic knowledge of working in power distribution, ability to read, write emphasis on safety		Mandatory			
		Lineman/ Fitter	ITI(Electrical trade) Or shall as per CEA Regulation chapter 2 clause 7.2 [Electrical Licence as per voltage]	Mini. 2Yr Post qualification exp. in Project/maintenance of 33/11/0.415KV as per voltage category	Minimum MV license is required	Mandatory	Mandatory	LT/HT	
		Cable Joiner				Mandatory	Mandatory	LT/HT	
		Supervisor	Degree/Diploma in Electrical Engg.	2 Exp. as per voltage category and valid supervisory licence		Mandatory			Mandatory
		BA Safety Officer / Supervisor	Degree/Diploma in Engg. & Diploma in industrial safety From Recognised institute	Mini. 3 Yr Post qualification exp. In the field of Electrical safety		Mandatory			Mandatory
2	Projects	Helper	Preferably 10th Pass	Having basic knowledge of working in power distribution, ability to read, write emphasis on safety		Mandatory			
		Lineman/ Fitter	ITI(Electrical trade) Or shall as per CEA Regulation chapter 2 clause 7.2 [Electrical Licence as per voltage]	Mini. 2Yr Post qualification exp. in Project/maintenance of 33/11/0.415KV as per voltage category	Minimum MV license is required	Mandatory	Mandatory	LT/HT	
		Supervisor	Degree/Diploma in Electrical Engg.	2 Exp. as per voltage category and valid supervisory licence		Mandatory			Mandatory
		BA Safety Officer / Supervisor	Degree/Diploma in Engg. & Diploma in industrial safety From Recognised institute	Mini. 3 Yr Post qualification exp. In the field of Electrical safety /Construction Safety		Mandatory			Mandatory
3	Civil	Helper	Preferably 10th Pass	Having basic knowledge of working in power distribution,		Mandatory			
		Masson				Mandatory	Mandatory	Excavation Safety/WAH	
		Supervisor	Degree/Diploma in Electrical Engg.	2 Exp. as per voltage category and valid supervisory licence		Mandatory			Mandatory
		BA Safety Officer / Supervisor	Degree/Diploma in Engg. & Diploma in industrial safety From Recognised institute	Mini. 3 Yr. Post qualification exp. In the field of Construction Safety		Mandatory			Mandatory
4	MMG	Helper/MI	Preferably 10th Pass	Having basic knowledge of working in power distribution, ability to read, write emphasis on safety		Mandatory			

		Lineman	ITI(Electrical trade) Or shall as per CEA Regulation chapter 2 clause 7.2 [Electrical Licence as per voltage]	Mini. 2Yr Post qualification exp. in Project/maintenance of 33/11/0.415KV as per voltage category	Minimum MV license is required	Mandatory	Mandatory	LT/HT	
		Supervisor	Degree/Diploma in Electrical Engg.	2 Exp. as per voltage category and valid supervisory licence		Mandatory			Mandatory
		BA Safety Officer / Supervisor	Degree/Diploma in Engg. & Diploma in industrial safety From Recognised institute	Mini. 3 Yr Post qualification exp. In the field of Electrical safety		Mandatory			Mandatory
5	Enforcement	Helper	Preferably 10th Pass	Having basic knowledge of working in power distribution,		Mandatory			
		Lineman	ITI(Electrical trade) Or shall as per CEA Regulation chapter 2 clause 7.2 [Electrical Licence as per voltage]	Mini. 2Yr Post qualification exp. in Project/maintenance of 33/11/0.415KV as per voltage category	Minimum MV license is required	Mandatory	Mandatory	LT/HT	
		Supervisor	Degree/Diploma in Electrical Engg.	2 Exp. as per voltage category and valid supervisory licence		Mandatory			Mandatory
6	Admin	Helper/ Plumber/ Gardner/ AC Mechanic	Preferably 10th Pass	Ability to read, write emphasis on safety		Mandatory			
		Driver	Preferably 10th Pass	With Valid driving Licence		Mandatory	Mandatory	Road/Vehicle Safety	
		Supervisor	Preferably 12th Pass	2 Yr. Relevant Experience		Mandatory			Mandatory

Competency Framework -

Competency Assessment criteria consists of	-	<u>Criteria for competency assessment of Lineman/helper Bronze/Silver/Gold Category</u>
1. CV Selection before imparting training L1/L2 2. One to one interaction with CFT. (CFT comprises of more then 2 member team in which a safety/SDI official, and a functional Manager from the same department or cross functional department.)	-	For Lineman/Supervisor - SDI Assessment(30) + L1(20) + L2/L3(20) + Interview (30 Marks)
Gold - 91% - 95%, Silver - 81% -90%, Bronze - 71% - 80%, Fail - 70% & Below		
Notes: All trade to be assessed for Technical competency even before imparting L1/L2/L3 training. 1. Fail: To be removed from work. 2. Bronze: Work for assisting Silver and Gold. 3. Silver: Work under competent supervisors. 4. Gold: Work independently. This is only for BA workforce		

