



# شركة غرب القرنة West Al Qurna Co.

للفط والطاقة | Oil & Energy

E.P.C

**HEALTH, SAFETY, SECURITY,  
ENVIRONMENT (HSSE) AND QUALITY  
MANAGEMENT SYSTEM**



## HSSE & QUALITY MANAGEMENT SYSTEM

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# HEALTH, SAFETY, SECURITY, ENVIRONMENT (HSSE) AND QUALITY MANAGEMENT SYSTEM

WEST AL-QURNA FOR OIL & ENERGY SERVICES L.L.C

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### **1. Introduction**

**WEST AL-QURNA FOR OIL & ENERGY SERVICES L.L.C.** (hereinafter referred to as "the Company") recognizes that Health, Safety, Security, Environment (HSSE), and Quality are integral to its business success and sustainability. This document establishes the framework for the Company's integrated HSSE and Quality Management System (hereafter referred to as "the System"). This System is designed to ensure the well-being of our employees, contractors, clients, and stakeholders, protect the environment, safeguard our assets, and consistently deliver high-quality services in the oil and energy sectors.

This System is aligned with the requirements of **ISO 9001:2015** (Quality Management Systems) and **ISO 45001: 2018** (Occupational Health and Safety Management Systems), and reflects our commitment to continuous improvement and compliance with all applicable legal and other requirements.

### **2. HSSE Policy Statement**

**WEST AL-QURNA** is firmly committed to conducting its operations in a manner that prioritizes the health, safety, and security of all individuals involved in our activities, including employees, contractors, visitors, and the communities in which we operate. We are equally dedicated to minimizing our environmental impact and promoting sustainable practices throughout our value chain.

To achieve this commitment, **WEST AL-QURNA** will:

- **Provide and maintain a safe and healthy workplace:** We will proactively identify and eliminate or control hazards to prevent work-related injury and ill health.
- **Prevent incidents and injuries:** We will implement robust risk management processes and promote a culture of proactive hazard identification and intervention.
- **Minimize environmental impact:** We will strive to reduce our emissions, waste generation, and resource consumption through the adoption of environmentally sound practices and technologies.
- **Ensure security of personnel, assets, and information:** We will implement and maintain effective security measures to protect against potential threats.



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- **Comply with all applicable laws, regulations, and other requirements:** We will adhere to all relevant national and international legislation, industry standards, and client requirements related to HSSE.
- **Foster a culture of HSSE awareness and accountability:** We will ensure that all personnel understand their roles and responsibilities in maintaining a safe, secure, and environmentally responsible workplace.
- **Promote consultation and participation of workers:** We recognize the importance of involving employees in the development, implementation, and improvement of the HSSE Management System.
- **Continuously improve our HSSE performance:** We will regularly monitor our performance, learn from our experiences, and implement measures to enhance our HSSE practices.

### 3. Quality Policy Statement

**WEST AL-QURNA** is committed to delivering high-quality services that consistently meet or exceed the expectations of our clients in the oil and energy sectors. We strive for excellence in all aspects of our operations and are dedicated to building long-term, mutually beneficial relationships with our stakeholders.

To achieve this commitment, **WEST AL-QURNA** will:

- **Maintain a Quality Management System compliant with ISO 9001:** We will establish, implement, and maintain a robust Quality Management System to ensure consistent service delivery.
  - **Focus on customer satisfaction:** We will actively engage with our clients to understand their needs and expectations and strive to provide solutions that meet their requirements effectively and efficiently.
  - **Promote continuous improvement and innovation:** We will continuously seek opportunities to improve our processes, services, and technologies to enhance efficiency and effectiveness.
  - **Ensure competency and development of our workforce:** We will provide regular training and development opportunities to enhance the skills and knowledge of our employees, enabling them to deliver high-quality services.
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- **Establish and maintain effective communication:** We will ensure clear and timely communication with our clients, employees, and other stakeholders regarding quality-related matters.
- **Monitor and measure our quality performance:** We will establish measurable quality objectives and targets and regularly monitor our performance to identify areas for improvement.
- **Foster a culture of quality and excellence:** We will promote a mindset where quality is a fundamental aspect of all our activities and decisions.

### **4. HSSE & Quality Objectives**

The Company has established measurable objectives and targets at relevant functions and levels to drive continuous improvement in HSSE and Quality performance. These objectives will be reviewed and updated periodically. Examples of our overarching objectives include:

#### **4.1 HSSE Objectives:**

- **Health & Safety:** Achieve and maintain a zero Lost Time Injury (LTI) frequency rate.
- **Security:** Maintain zero significant security breaches or incidents impacting personnel, assets, or operations.
- **Environment:** Reduce our overall carbon footprint by 15% within 5 years.
- **Environment:** Achieve a 10% reduction in non-hazardous waste generation within 5 years.

#### **4.2 Quality Objectives:**

- Maintain a customer satisfaction index score of 90% or higher.
- Achieve 95% on-time delivery of services as per client agreements.
- Reduce the number of client complaints related to service quality by 50% within 5 years.

Specific, measurable, achievable, relevant, and time-bound (SMART) objectives will be defined and communicated at departmental and project levels to support these overarching goals.



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### 5. Risk Management and Hazard Control

The Company is committed to proactive risk management and hazard control to prevent incidents, injuries, and environmental damage. This involves:

- **Systematic Hazard Identification and Risk Assessment:** Identifying potential hazards associated with our activities and assessing the associated risks using established methodologies.
- **Hierarchy of Controls:** Implementing control measures based on the hierarchy of controls (elimination, substitution, engineering controls, administrative controls,<sup>1</sup> and personal protective equipment)<sup>2</sup> to reduce risks to acceptable levels.

1. [studyx.ai](https://studyx.ai)

2. [ui.adsabs.harvard.edu](https://ui.adsabs.harvard.edu)

- **Permit-to-Work Systems:** Utilizing permit-to-work systems for high-risk activities to ensure proper planning, authorization, and control measures are in place.
- **Safe Operating Procedures (SOPs):** Developing and implementing detailed SOPs for critical tasks to ensure they are performed safely and efficiently.
- **Regular HSSE Inspections and Audits:** Conducting routine inspections of workplaces and equipment, as well as periodic internal and external HSSE audits, to verify compliance and identify areas for improvement.

### 6. Roles and Responsibilities

Accountability for HSSE and Quality is shared across all levels of the organization. Specific roles and responsibilities include:

- **Management:** Demonstrating visible leadership and commitment to HSSE and Quality, providing the necessary resources, ensuring compliance with the System, and promoting a positive culture.
  - **HSSE Department:** Developing, implementing, and maintaining the HSSE Management System, providing guidance and support to all departments, monitoring HSSE performance, and facilitating incident investigations.
  - **Quality Department:** Developing, implementing, and maintaining the Quality Management System, ensuring adherence to quality standards, managing customer feedback, and driving continuous improvement in service delivery.
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- **Department Heads and Supervisors:** Ensuring the implementation of the HSSE and Quality Management Systems within their respective departments, monitoring performance, addressing hazards and quality issues, and ensuring their teams are adequately trained and equipped.
- **Employees and Contractors:** Understanding and adhering to the Company's HSSE and Quality policies and procedures, actively participating in HSSE and quality initiatives, reporting hazards, incidents, and non-conformances, and taking responsibility for their own safety and the quality of their work.

Specific responsibilities are further detailed in relevant procedures and job descriptions.

### ***7. Incident Reporting and Investigation***

The Company maintains a robust incident reporting and investigation process. All incidents, including near misses, injuries, environmental spills, security breaches, and quality deviations, must be reported promptly.

- **Reporting:** All personnel are responsible for immediately reporting any incident to their supervisor or the designated HSSE/Quality representative.
- **Investigation:** All reported incidents will be thoroughly investigated to determine the root causes and contributing factors. Investigations will be conducted by qualified personnel, and the findings will be documented.
- **Corrective and Preventive Actions:** Based on the investigation findings, appropriate corrective and preventive actions will be identified and implemented to prevent recurrence and improve the System. Lessons learned from incidents will be communicated throughout the organization.



### ***8. Emergency Preparedness and Response***

WEST AL-QURNA has established comprehensive emergency preparedness and response plans to effectively manage potential emergency situations. These plans include:

- **Identification of Potential Emergencies:** Identifying potential internal and external emergency scenarios relevant to the Company's operations.
- **Emergency Response Procedures:** Developing detailed procedures outlining the actions to be taken in the event of an emergency, including evacuation plans, communication protocols, and roles and responsibilities.
- **Emergency Response Teams:** Establishing and training dedicated emergency response teams with the necessary skills and equipment to handle various emergency situations.
- **Regular Drills and Exercises:** Conducting periodic drills and exercises to test the effectiveness of emergency response plans and ensure personnel are familiar with emergency procedures.
- **Communication and Coordination:** Establishing clear communication channels and protocols for internal and external stakeholders, including local authorities and emergency services.

### ***9. Training and Awareness***

The Company recognizes that a competent and aware workforce is crucial for achieving our HSSE and Quality objectives. Therefore, we are committed to providing:

- **Induction Training:** Comprehensive HSSE and Quality induction training for all new employees and contractors.
  - **Job-Specific Training:** Targeted training programs to equip personnel with the necessary skills and knowledge to perform their tasks safely and to the required quality standards.
  - **Refresher Training:** Periodic refresher courses to reinforce knowledge and update personnel on any changes to policies, procedures, or regulations.
  - **Awareness Programs:** Initiatives to promote HSSE and Quality awareness throughout the organization, including toolbox talks, safety briefings, and communication campaigns.
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- **Specialized Training:** Providing specialized training for specific roles and responsibilities, such as emergency responders, first-aid personnel, and auditors.

Training programs will be documented, and records of completed training will be maintained.

### *10. Compliance and Continuous Improvement*

**WEST AL-QURNA** is committed to maintaining compliance with all applicable legal and other requirements related to HSSE and Quality. We are also dedicated to the principle of continuous improvement. This will be achieved through:

- **Regular Internal Audits:** Conducting planned internal audits to assess the effectiveness of the HSSE and Quality Management Systems and identify areas for improvement.
- **Management Review:** Conducting periodic management reviews to evaluate the performance of the System, assess the achievement of objectives, and make decisions regarding resource allocation and system improvements.
- **Performance Monitoring and Measurement:** Tracking and analyzing key HSSE and Quality performance indicators to identify trends and areas requiring attention.
- **Employee Feedback and Suggestions:** Encouraging and considering feedback and suggestions from employees and other stakeholders for improving the System.
- **Adaptation to Regulatory Changes and Industry Advancements:** Regularly reviewing and updating the System to reflect changes in legislation, regulations, industry best practices, and technological advancements.
- **Non-conformity Management:** Implementing a process for identifying, analyzing, and addressing non-conformities to prevent recurrence and improve the effectiveness of the System.



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### **Conclusion**

This HSSE and Quality Management System demonstrates **WEST AL-QURNA FOR OIL & ENERGY SERVICES L.L.C.'s** unwavering commitment to the health, safety, security, and well-being of our people, the protection of the environment, and the delivery of high-quality services. By adhering to the principles and procedures outlined in this document and through the active participation of all personnel, we will foster a culture of safety, quality, and environmental responsibility, ensuring continuous improvement and sustained success.

### **Approved by:**



CEO

Eng. Firas Younus Salman

WEST AL-QURNA FOR OIL & ENERGY SERVICES L.L.C

**Date:** 05/01/2025