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	Supply Management HSE Planning and Improvement Department		
	CODE GAB-G-012	Prepared 28/09/2021	Version: 5

1. OBJECTIVE

Establish HSE requirements and obligations (Occupational and Process Health and Safety, and Environment) in all phases of the Supply Management process to ensure an adequate and consistent performance of the activities entrusted to the contractors.

2. DEVELOPMENT

2.1. SCOPE: The application of this guideline extends to:


- Contracts which performance or commissioning are conducted within the facilities of ECOPETROL S.A. and its operational control.
- Purchases and supplies in which the supplier includes tests, warranties, or additional services that involve one or more of the following services:
 - ✓ Installing and commissioning
 - ✓ Startup
 - ✓ Preventive maintenance (of any kind)
 - ✓ Other intrusive activities immersed therein, which are conducted within the facilities or in areas under the operational control of Ecopetrol S.A.

In the latter case, the Official requesting the purchase or supply reviews and adapts the requirements contained herein, and once this has been done, the Contract Monitoring Official (Tier 1: Technical Leader, Tier 2: Monitoring Professional contractual or Contractual Management Professional, and Tier 3: Contractual Management Professional), as applicable, will ensure compliance with all HSE requirements to be met by the supplier, supported by the functional teams provided by the company.

This document **does not apply** to contracts, or purchases, or supplies which performance or commissioning are conducted outside the facilities of ECOPETROL S.A. and its operational control¹; In this event, the Contractor must comply with the legal regulations on HSE.

Furthermore, if it is necessary to expand the object and/or the scope of a contract that is underway, or to modify the execution time initially agreed, it is the responsibility of the Authorized Official, before the deliverables of the Contract Monitoring Official with the support of the professional from the HSE Vice Presidency who supports the business in the required area, to review, validate and, if necessary, adjust to the new conditions, the definition of the maximum level of Risk of the contract activities and their HSE requirements, and to include them in the respective contractual document; the HSE suitability of the third party to assume said level of risk, in accordance with numeral 3 herein, should be verified in advance.

¹ Contracts developed outside Ecopetrol facilities in which, as part of their nature, it is necessary to hold kick-off, contractor alignment, and results presentation meetings within Ecopetrol facilities, will be considered executed 100% outside the Company's facilities.

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2.2. HSE REQUIREMENTS AND OBLIGATIONS IN THE SUPPLY PROCESS PHASES

2.2.1. Supplier Enrollment Phase: The HSE suitability requirements of the suppliers defined by subcategory/aggregator of the service by the HSE Vice Presidency together with the businesses are listed in the document [Category Tree](#), which can be consulted in the Supply Community of Practice².

In accordance with the supplier management process, the verification of the requirements that will be demanded in the Contractor Selection Methods will be conducted through the registration and authorization of the supplier in the Ecopetrol Supplier Information System (SIPROE), according to the subcategory/aggregator of the service to contract, and in accordance with what is defined herein below.

A. MINIMUM HSE REQUIREMENTS

As to the BIDDERS operating in Colombia, the BIDDER or EACH AND EVERY member of the BIDDER (in the case of a Joint BIDDER), must certify that they have an Occupational Health and Safety Management System in accordance with that set forth in Colombian legislation, accredited by certification of its ARL issued during the last year, Report of the self-assessment record of minimum SG-SST standards, and the respective improvement plan for the last year (as applicable), uploaded on the website established by the Ministry of Labor; considering self-evaluations above 85% (850/1000) acceptable. In accordance with Resolution 312 of 2019, and circular 0071 of the Ministry of Labor of November 2020.

B. CERTIFIED OR EVALUATED OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM FOR SUBCATEGORIES/GROUPS THAT REQUEST IT

The BIDDER or EACH AND EVERY member of the BIDDER (in the case of a Joint BIDDER), must certify that:


- 1.** It has **some** of the following certifications, associated with the nature of the³current contract:
 - a. RUC, with a minimum rating of 80%, issued by the Colombian Security Council, **or**
 - b. ISO 45001 certification issued by a certifying entity; **or**
 - c. Certification as per other standards recognized by the oil industry, IGS/ISM Code or Norsok S-006, or STOW, issued by a certifying entity.

Aspects to consider:

- The entity that issues the certification must be recognized by the control entity of the country of origin of the certification and must be verifiable, for example, on the IAF website <http://www.iaf.nu/>, or de la ONAC (Organismo Nacional de Acreditación de Colombia - <http://www.onac.org.co>), etc.
- As regards evaluation under the Norsok S-006 scheme, those issued in the last two years by entities accredited to evaluate ISO 45001 and ISO 14001 will be valid.
- According to the completion of the migration to the ISO 45001 standard, the OHSAS 18001 certifications will be valid until 30 September 2021.
- Self-certifications or self-declarations or certifications that are in the process of being audited are not acceptable.

² <https://ecopetrol.sharepoint.com/:x:/r/teams/gentepila/AbastecimientoECP/ layouts/15/Doc.aspx?sourcedoc=%7BAC38886A-6D0B-4FCA-9CEA-3052749C9DE8%7D&file=Arbol%20publicado%202021%20Abril%2026.21.xlsx&action=default&mobileredirect=true>

³ Understand the nature of the contract, as the type and/or generic classification under which the object and scope of the contracted activity is framed; an example of this may include, without limitation, construction of civil works, food service, consultancy, hydrocarbons transport, personnel transport, mechanical maintenance, electrical maintenance, maintenance of civil works.

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C. OTHER HSE REQUIREMENTS

To be accredited by the BIDDER, in accordance with the provisions of the Categories Tree for aggregators who so consider it.


Suppliers previously registered in the SIPROE tool will be invited to participate in the Selection Methods, and according to the subcategory/aggregator of the applicable service, they must accredit and fulfill the HSE requirements.

If Category Leaders or Authorized Officials consider substituting the HSE requirements defined for any subcategory, they must submit it to the HSE Vice Presidency for consideration with due justification (for example: sole technology provider, services outside of ECP facilities and its operational control, impossibility of the specialized market to comply, and other documented issues), as follows:

- Submit request to replace the supplier's HSE requirements to the professional in charge of the HSE Management of Contractors of the HSE Vice Presidency, after verifying, without limitation thereto, the technical suitability, experience, and economic capacity of the supplier.
- The substitute mechanism for verifying the HSE suitability of the supplier, the report on the outcome of the suitability verification, its validity, as well as any recommendation or derived obligation, will be established by the professional in charge of the HSE Management of Contractors of the HSE Vice Presidency.
- The substitution mechanism defined will be executed by the professional who supports the HSE management of the requesting area of the service to be contracted; depending on the outcome of the exercise, the following situations may arise: the supplier is Acceptable for qualification, qualified with restrictions, or qualification not recommended.
- The professional in charge of the HSE management of contractors of the HSE Vice Presidency will send the Supplier Information System - SIPROE or any other replacing it, the final opinion based on the results of the application of the substitution mechanism for the purposes of qualifying the supplier and for incorporation of the required aspects in the documents of the method and/or contract by the Authorized Official.

2.2.2. Planning Phase: Once the hiring needs have been established, the Requesting Official shall ensure:


- That the contract object of planning is within the aggregator of the category tree. If this is not the case, the inclusion of the respective subcategory must be consulted with Supply Management, which will advise the HSE Vice Presidency for defining the HSE requirements applicable to the new aggregator.
- That the professional from the HSE Vice Presidency who supports the business advises on:
 - a. The definition of the HSE risk level of the contract and the specific HSE requirements based on document GAB-F-208 Specific HSE Obligations of the Contractor for M, H and VH risk contracts.

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- b. The definition of the HSE KPIs to be evaluated in the performance of the contract, considering the generic forms by HSE risk level of the contract, and the standard forms defined by categories and/or aggregator, as defined in the document GAB-P- 013 Contractor Performance Procedure. The evaluation models can be consulted at [KPI HSE standard models](#).
- That in the planning of M, H and VH risk services, there is participation of at least one official with knowledge of the activity object of the contract, who will ensure that the requirements are established so that all tasks are completed safely, in accordance with procedures and/or safe work practices, and consistent with the principles and essential characteristics of Process Safety.
- That the person responsible for planning includes the general contractual obligations that the Contractor, its subcontractors, and suppliers must comply with in terms of HSE; these should be consulted on the website (as applicable), and they are included in the Documents of the Selection Method by the person responsible of planning, according to the risk level of the contract:
 - a. Annex General Obligations of the contractor in terms of HSE with codes GAB-F-206 for L/N risk contracts, and GAB-F-207 for M, H/VH risk contracts, or the documents that modify, repeal, or replace them.
 - b. Annex HSE contracts with natural persons with code GAB-F-299, in the case of contracts for the provision of services to be executed with natural persons, which exceed one month or include activities classified as high risk by the Ministry of Labor, regardless of their duration.

To achieve an adequate definition of HSE aspects in the planning of contracts, the following information must be considered, without limitation thereto:

- a. Identification of the activities to be performed, the place where the work will be conducted (including support facilities such as camps and temporary offices, etc.).
- b. The working methods to be used.
- c. It should be reviewed if the scope of the activities to be carried out may generate any change in the technology of the process or the industrial and non-industrial infrastructure.
- d. The lessons learned and incidents that occurred in execution of the services and in similar contracts will be reviewed.
- e. The tasks to be conducted during performance of the contract will be analyzed, so that the best process technology is applied, and equipment is selected that allows reducing of the exposure to risk to a level as low as reasonably feasible.
- f. When it is deemed pertinent in the planning of the contract, other HSE requirements that must be applied by operation and maintenance contractors and those that are exposed to process risks must be included in the specific Annex (GAB-F-208) and in the technical specifications of the contract. Hence, the technical authorities in process safety and/or the professional from the HSE Vice Presidency that supports the business will be consulted.

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Note: For services in which the environmental risk is high, it will be included as an HSE factor in the bid analysis that the BIDDER or one of the members of the BIDDER (in the case of a joint BIDDER) has valid ISO-14001/2004 or subsequent, which score to be assigned will be that defined in the strategy, integrating more HSE evaluation factors in accordance with the Internal Document for the Analysis of the Offer (GAB-F-261).

2.2.3. Selection and contracting phase:

- **Informative hearing and/or field visit:** Its objective is to clarify doubts about the scope of the contract and its specific HSE requirements; it is aimed at higher risk contracts (H/VH), where process risks become relevant.


These will be executed in accordance with that set forth in the planning stage and defined in the documents of the Selection Method by the Authorized Official. In these, the interested parties will be advised of the dates for the meeting to clarify doubts about the content of the contract, and if required, the reconnaissance visit to the ECOPETROL facilities, where the services will be conducted; it is the responsibility of the Requesting Official to ensure the participation of the official who is familiarized with the activity object of the contract in the informative hearing and field visit, if its execution is approved.

The visit of the BIDDERS to the facilities that will be used to perform the object of the contract, must be monitored by a business representative on site, who knows and understands the scope of the contract, so that the supplier can visualize in advance the critical elements for its execution, including known potential fire, explosion, or toxic release hazards related to the job and process (for contractors working in or near a process containing hazardous substances); facility safety rules and procedures, including safe work practices for risk control and entry to process areas; and applicable elements of the facility's emergency response and control plan, without limitation thereto.

2.2.4. Execution Phase:

Once the contract has been awarded, the HSE plan has been reviewed and validated, to ensure the Contractor's commitment to all the contractual terms, alignment actions will be conducted before starting performance of the contract; furthermore, follow-up, monitoring, and evaluation of the implementation of the HSE plan during the execution of the work, emphasizing direct and clear communication between ECOPETROL and the Contractor.

- **Kick Off Meeting:** In M, H/VH risk contracts, in the kickoff meeting or in a meeting focused on HSE aspects, the Contractor's leaders (maximum representative of the Management or supervision of the contractor in the field), Contract Monitoring Officer, as appropriate, and the professional from the HSE Vice Presidency who supports the business, will address the following aspects:
 - a. ECOPETROL Comprehensive Policy.
 - b. HSE objectives and goals of the contract and HSE performance indicators to be monitored during its performance.
 - c. HSE reports and preparation frequency.
 - d. HSE Plan of the contracted company, specific to the contract and in accordance with the obligations set forth in the contract.
 - e. Responsibilities of each of the parties and lines of communication.

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- f. Personnel and equipment certification.
- g. Legal requirements and internal HSE standards of ECOPETROL, added to data and guidance on the risks, characteristics, and HSE requirements inherent in the scope of the contract.
- h. Verification of the compatibility of the Contractor's emergency response procedures and program with those of ECOPETROL.
- i. Scope of the procedure for the control of the work to be implemented.
- j. Location and conditions of temporary facilities, if applicable.
- k. Review of the environmental license and/or administrative acts, if applicable.
- l. Procedure and frequency of HSE meetings, verifications, inspections, and HSE assessments.
- m. Roadmaps and/or bridging documents, in accordance with that provided for in contract planning.


In the **meeting minutes**, it must be identified and recorded which representative(s) of ECOPETROL and the Contractor will be the facilitators for HSE matters during the term of the contract.

Note: For the hiring of **short-term services** (duration less than fifteen calendar days per year and L and M risk assessment); or in the event that the formalization of the contractual instrument in writing is not viable (for example, in case of Emergency):

- a. The performance of the service will be accompanied, through a representative of **ECOPETROL**, as formally established at the beginning of the contract.
- b. The **CONTRACTOR** will be provided with the basic HSE information of the area or facilities where it will work, as well as with the applicable emergency procedures, site risks, and work control scheme. Based on the information provided, the **CONTRACTOR** will complete its HSE Plan adjusted to the scope of the **Contract**, with the following structure:

1. <i>Risk factor panorama identifying the hazards that may affect the integrity of the workers in the Contract to be performed, the setting and/or infrastructure, and the control measures to be implemented.</i>
2. <i>The emergency plan, including MEDEVAC and response capacity during performance of the Contract.</i>
3. <i>List of critical tasks and the respective safe work procedures and instructions for each of them, including risk assessment and competency certificates for the specialties that so require it.</i>
4. <i>Program for inspection and maintenance of tools and equipment, if applicable.</i>
5. <i>Procedure for handling and disposal of domestic and industrial waste, if applicable.</i>

Note: Regardless of the aforementioned items, compliance with all applicable legal requirements – or of any other nature – should be considered.

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- **Mobilization:** Prior to the mobilization of equipment, if this activity is under the operational control of ECOPETROL, the Contractor must submit a mobilization plan and make sure that all personnel involved comply with basic training, including specific inductions at the work site(s). Furthermore, the areas and/or facilities of ECOPETROL to be used by the contractor, if applicable, will be delimited to ensure their administration and supervision.
- **HSE meetings and committees:** To communicate the results of its performance to the Contractor, and to clarify any doubts regarding the expected HSE management, it is always necessary to implement a continuous communication strategy or plan for the contract. Hence, systematically, the contractor, the Contract Monitoring Officer, and the professional from the HSE Vice Presidency that supports the business, will analyze the reports of incidents and accidents investigations and potential incidents of the Contractor, the trends of behavioral assurance, the results of inspections and performance evaluations, so that feedback can be provided with recommendations and possible improvements to the contractor.


On the other hand, committees will be held with contractors in the different areas, with the advice of the professional from the HSE Vice Presidency that supports the business, so that its alignment with the comprehensive policy of ECOPETROL S.A. is achieved, the good practices implemented are identified, lessons to be learned are shared, good performance is highlighted, and action plans are reviewed based on improvement opportunities identified during contract execution. See Annex 1.

Note: If during the execution there is a change in the scope of the contract, an analysis and assessment of risks resulting from the change must be conducted.

- **Monitoring and verification:** The Contractor's performance monitoring and verification activities include, without limitation thereto:
 - a. Monitoring of compliance with contractual obligations.
 - b. HSE Audits.
 - c. Planned and unplanned inspections.
 - d. Assurance of behaviors.
 - e. Identification and reporting of HSE Findings of the contract.
 - f. Monitoring of HSE indicators.
 - g. Performance Evaluations.

Evaluation and monitoring will ensure operational discipline in compliance with the following aspects:

- a. Operational and emergency response procedures, including drills.
- b. Work control procedures, including the Training Plan in the modules of the Ecopetrol work control manual, when applicable.
- c. Applicable legislation and HSE contractual requirements.
- d. Action plans associated with the achievement of contractual objectives and goals.
- e. Similarly, it should be reviewed if there are or may be changes in the process technology, in critical personnel, or in the activities or operational procedures. Should there be any changes, the corresponding guidelines must be ensured.

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- **Demobilization:** The Contract Monitoring Officer, together with the contractor, will define the demobilization strategy; to do so, they will evaluate the HSE risks and their controls, and identify legal and Ecopetrol requirements that require monitoring, for which they may rely on the professional in charge of the HSE management of contractors of the HSE Vice Presidency. The resources and human talent needed to ensure the implementation of the contractor's HSE plan will be maintained during demobilization.

2.2.5. Completion or closing phase:


- **Post-contract evaluation:** The consolidation of the evaluation of the Contractor's performance for all risk levels will be conducted after the provision of services or delivery of works has been completed and must consider the records of the results of the inspections, verifications, audits, meetings, in accordance with Ecopetrol's contractor performance procedure.

In the case of H and VH risk contracts, the results will be communicated to the Contractor in a formal feedback meeting, which will be led by the Contract Monitoring Officer and will include the participation of the professional from the HSE Vice Presidency who supports the business, as well as the representatives of the ECOPETROL areas involved, in conjunction with Contractor operations and HSE representatives. Said meeting will be registered in minutes documenting all the topics discussed and will be sent to the Contractor's representatives to formalize the conclusion of the contract, disseminate the information to the interested parties, and record the feedback of the registry in SAP. It is important to register both opportunities to improve ECOPETROL's contractor management process, as well as those related to the Contractor's own HSE management, in the portal of [knowledge management lessons learned](#).

2.3. Roles and Responsibilities


The following are the roles, responsibilities and critical knowledge associated with the HSE Management of ECOPETROL Contractors. For further details, consult Annex 2, RASCI Matrix of HSE Management for Contracted Activities at Ecopetrol S.A.

In the cases in which it is required to hire outsourced auditors, any hiring of any support or Auditor with an exclusive role in HSE must be approved by the HSE Vice Presidency.

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General roles and responsibilities associated with Contractor HSE Management

ROLE	RESPONSIBILITIES	KNOWLEDGE
Sourcing Category Leaders/Authorized Official	<ul style="list-style-type: none"> ✓ Exercise proactive leadership in the process of continuous improvement of HSE management of contractors, in accordance with the guidelines issued by the HSE Vice Presidency. 	<ul style="list-style-type: none"> ✓ Understanding the guidelines contained in this Guide. ✓ ECOPETROL S.A. HSE Management System
Line Leaders: Managers/Heads/Leaders on site	<ul style="list-style-type: none"> ✓ Ensure that the HSE Management of Contractors is evaluated in their area of responsibility. ✓ Identify and correct, through their work teams, the gaps in HSE performance of the contractors. ✓ Lead HSE committees with Contractors 	<ul style="list-style-type: none"> ✓ Understanding the guidelines contained in this Guide ✓ ECOPETROL S.A. HSE Management System
Contract Monitoring Official	<ul style="list-style-type: none"> ✓ Lead the contract management control structure. ✓ Promote teamwork and organizational empowerment with the Contractor. ✓ Conduct the HSE performance evaluation process of contractors. ✓ Lead discussions and reviews of the HSE issues of their contracts ✓ Conduct control and monitoring of the healthy, safe, and environmentally responsible development of the contractual purpose. 	<ul style="list-style-type: none"> ✓ Understanding the guidelines contained in this Guide ✓ ECOPETROL S.A. HSE Management System ✓ Contractors' performance evaluation. ✓ Work control basic course. ✓ Incident management procedure.
Professional of the HSE Vice Presidency that supports the business	<ul style="list-style-type: none"> ✓ Participate in the contract planning process, providing HSE technical support in the definition of contract risks and contract specific HSE obligations. ✓ Provide technical support to management and the Contract Monitoring Officer in risk management associated with contractor operations, pursuant to the provisions of the RASCI matrix. 	<ul style="list-style-type: none"> ✓ Understanding the guidelines contained in this Guide ✓ ECOPETROL S.A. HSE Management System ✓ Contractors' performance evaluation. ✓ Work control basic course. ✓ Incident management procedure. ✓ HSE legislation.
Professional in charge of HSE Management of Contractors HSE Vice Presidency	<ul style="list-style-type: none"> ✓ Issuance of guidelines and definition of control mechanisms. ✓ Advise the Professionals in the HSE Vice Presidency who support businesses and the line of command on the application of this document. ✓ Evaluate the adherence of the business units to the Guide, identifying deviations that require actions to improve the process. 	<ul style="list-style-type: none"> ✓ Understanding the guidelines contained in this Guide ✓ ECOPETROL S.A. HSE Management System ✓ Contractors' performance evaluation.

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ROLE	RESPONSIBILITIES	KNOWLEDGE
Outsourced Inspectorship (when applicable)	<ul style="list-style-type: none"> ✓ Conduct control and monitoring of the healthy, safe and environmentally responsible development of the contractual purpose. ✓ Manage the delivery of information by contractors as required to: Environmental Compliance Reports, reports to Control Entities, and environmental indicators established in the Green Contracting Clause, as applicable. ✓ Ensure, during performance and completion of the contract, the control of documents that evidence compliance with the HSE management of the contractor. 	<ul style="list-style-type: none"> ✓ Understanding the guidelines contained in this Guide ✓ ECOPETROL S.A. HSE Management System ✓ Contractors' performance evaluation. ✓ Work control basic course. ✓ Incident management procedure.

3. CONTINGENCIES

Not applicable

LIST OF VERSIONS

Previous Document			
Version	Date (dd/mm/yyyy)	Document Code and Title	Changes
2	19/04/2013	ECP-DHS-G-043- CONTRACTOR MANAGEMENT – HSE FOCUS	Document update: additions to number 3.1 Resources for HSE Management; modification of numeral 3.1.4 Definition of the HSE Evaluation Factors (point assignment) and change of the acronym ARP for ARL
New Document			
Version	Date (dd/mm/yyyy)	Changes	
1	13/02/2015	Change of HSE factors for offer evaluation, RACI matrix update to align with Genome processes.	
2	07/07/2016	Alignment to the new Supply Management process. Adjustment of the RACI Matrix to the Contractual Execution Model. Inclusion of annexes relative to HSE committees with contractors, and HSE technical requirements for auditing contracts in Ecopetrol.	
3	28/12/2017	Alignment to the new supply process.	
4	16/03/2021	Updating minimum HSE requirements, certified or evaluated occupational health and safety management system for the subcategories/groups that request it, alignment of roles and responsibility of spokespersons.	
5	28/09/2021	Change of name of the guide aligning it to the objective, alignment of roles and responsibilities to the new Contractual Management model, OHSAS 18001 certification is excluded from the HSE requirements, Adjustment in the Precommissioning phase, defining the step by step,	

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		adjustment in level and frequency of HSE committees with contractors.
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*Document signed electronically, in accordance with the provisions of Decree 2364 of 2012, whereby article 7 of Law 527 of 1999 is regulated, regarding electronic signature, and other provisions are set out.
In order to verify compliance with this mechanism, the system generates an electronic report showing the traceability of the review and approval actions by the accountable parties. Should you need to verify this information, you may request said report from the Service Desk.*

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ANNEX 1 HSE committees with contractors

Next, the parameters are established under which the HSE Committees will be held with contractors at the company area level, different from the contractual meetings established by the Contract Monitoring Officer for the optimal execution of the works or services.

1. Scope of the committees. Two HSE types of committees with contractors are considered, which description is shown in Table 1.

2. Typical meeting agenda

N°	Theme	Accountable	Comments	Suggested time (min)
1	Reflection moment	Leader	It is recommended to present the lesson learned from a high potential incident in Ecopetrol or applicable HSE reflection.	15
2	Review of Ecopetrol's Objectives, Goals and Results Policy	Leader	Include an HSE dashboard and trend analysis.	15
3	Commitment status review	Leader	For breaches, agree on recovery actions, include indicators.	10
5	Core theme	Contractors	Select in advance one or several experiences of contracting firms for presentation, which are related to the core theme	20
6		Ecopetrol's Representative	Pre-determined core theme	20
7	Recognition of HSE Management of Contractors	Ecopetrol's Representative	The leaders of the meeting will define the way in which the recognition should be made.	20
8	Reading and agreement on new commitments	Secretary		10
9	Evaluation and closing of the meeting	Leader and Secretary		10

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3. Objective and Scope of the HSE Committees with contractors

Purpose of the Committee: Review HSE performance and results, align ECOPETROL's policies, goals and objectives with those of the contractors, and disseminate good practices.

Type	Duration	Minimum frequency	Target Contractors	Participants	
				For Ecopetrol	For the Contractor
At the level of Operational Vice Presidencies, Managements, and Projects	2 Hours	Half-yearly	High impact contractors by: <ul style="list-style-type: none"> • HSE risk assessment of activities, • Contribution of the contract to the achievement of business results, • Number of workers 	<ul style="list-style-type: none"> • Vice-president • Managers and/or operational or project leaders • Contract Monitoring Official • Professional in the HSE Vice Presidency who supports the business. 	<ul style="list-style-type: none"> • General or Contract Manager • Contractor HSE Leader • Responsible for the contract in the field (senior representative of the operational line).

4. Input of the committees

To properly structure the meetings, the following will be reviewed:

- ✓ Contractual Commitments.
- ✓ Legal obligations and regulations.
- ✓ Preventive and reactive indicators, and established goals.
- ✓ Commitments of previous meetings.
- ✓ Accident Investigations and Lessons Learned.
- ✓ Good practices implemented by contractors.
- ✓ Core theme and key messages that the organization will manage at the level of Vice Presidencies and Management therein, aimed at upholding uniformity.
- ✓ Others depending on the nature of the topic to be discussed.

5. Committee outcomes.


The expected results of the meetings are the following:

- ✓ Supporting documents – according to the assurance issue discussed.
- ✓ Meeting commitments.
- ✓ Action plan adjustments, if applicable.
- ✓ Others according to the nature of the core theme discussed.

6. Committee Records.

The deliverables of the committees with contractors will be:


- ✓ Meeting minutes in Ecopetrol format.
- ✓ Meeting Agenda – Summons by Mail.
- ✓ Presentations used in the meeting, including revised indicators.
- ✓ List of commitments on the portal, and their follow-up.

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✓ Attendance support, in Ecopetrol scheme

**ANNEX 2
RASCI Matrix for HSE Management of contracts at Ecopetrol**

ROLES AND FUNCTIONS*	Official Requesting party	Contract Monitoring Officer	Responsible for the area (*)	Professional from the HSE Vice Presidency who supports the business
PLANNING				
Establish the ideal planning team, including the HSE function for M, H and VH risk contracts	R			
Define level of risk, specific obligations of the contractor in terms of HSE, in conformance with the internal regulations of ECP	A, I			R
SELECTION AND CONTRACTING				
Participate through a representative in the informative hearing and accompany the field visit, when applicable.	A, R			
EXECUTION				
Guarantee the provision of the HSE management model, guidelines, procedures, corporate programs, rules, and standards of ECOPETROL to the Contractors.		R	A	S
Ensure the affiliation to the ARL, payment, and disaffiliation of natural person contractors in accordance with the provisions of Decree 723 of 2013; with support if required by the Supply Contractual Labor Assurance Coordination.		A, R		
Ensure the execution of phase III of the HSE induction process set out by Ecopetrol.		I	R, A	C
Validate the HSE plan (for M and H/VH contracts), verifying its matching the scope of the contract.		A, C, I	I	R

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ROLES AND FUNCTIONS*	Official Requesting party	Contract Monitoring Officer	Responsible for the area (*)	Professional from the HSE Vice Presidency who supports the business
Monitor the healthy, safe, and environmentally responsible provision of the service of the contractors in their area, reporting deviations to Contract Monitoring Officer, or whoever replaces it.		A, I	R	S
Monitor HSE performance of the contractors, and the effectiveness of the action and improvement plans vs. the findings resulting from evaluations, audits, inspections, behavior assurance, incident investigation, etc.		A, R	C, I	S
Lead the HSE performance evaluation of the contractor in accordance with the established procedure.		A, R	C	S
Manage the delivery of information by contractors as required for the Environmental Compliance Reports (ICA), RUA (Single Environmental Registry of the IDEAM Hydrocarbons Sector), reports to Control Entities, and environmental indicators established in the Contract Clause Green, as applicable.		R, I		C, S
Ensure, during the performance and completion of the contract, the control of the documents evidencing compliance with the HSE management of Contractors; and send them to the central files.		A, R		C
COMPLETION OR CLOSURE				
Guarantee the provision of the HSE management model, guidelines, procedures, corporate programs, rules, and standards of ECOPETROL to the Contractors.		R	A	S

(*) Heads, Coordinators or Supervisors of the area where the contractor will perform the contract.

R: Accountable A: Guarantor/Accountable C: Consulted S: Support I: Informed