



Supplier / Contractor HSE Qualification Review Form

Review Form No.: CLADDING-HSE-PD-62

Review Period: ____ Year ____ Month ____ Day - ____ Year ____ Month ____ Day

Review Object: (Full Name of Supplier / Contractor)

Object Type: Supplier (Hazardous Chemical Supply Equipment Supply Material Warehousing Service Pipe / Valve and Other Material Supply) Contractor (Equipment Maintenance Equipment Installation Loading and Unloading Transportation Engineering Service Others:)

Review Team: Team Leader: (Quality, Safety and Environmental Protection Department); Members: (Business Department / Procurement Department), (Equipment Management Department), (Human Resources Department)

Review Conclusion: Excellent (≥90 points) Qualified (70-89 points) Unqualified (<70 points)

I. Basic Information and Entity Qualification Review (25 Points)

Serial No.	Review Item	Review Criteria (Aligned with Material Supply / Engineering Business Characteristics)	Requirements for Supporting Documents	Review Result (√ Compliant <input type="checkbox"/> Basically Compliant <input type="checkbox"/> Non-Compliant)	Score (Full Score)	Remarks
1	Legitimacy of Entity Qualification	1. Business scope on business license covers cooperative business (e.g., "hazardous chemical	1. Copy of business license (with official seal, marked with business scope page); 2. Copy of		6	

		operation", "special equipment installation", "steel pipe / valve production and sales"); 2. Unified social credit code is clear, with no abnormal industrial and commercial or tax records (verifiable on "National Enterprise Credit Information Publicity System")	unified social credit code certificate; 3. Screenshot of no abnormalities on "National Enterprise Credit Information Publicity System"			
2	Registration and Contact Information	1. Registered address is consistent with actual business address (address certificate such as lease contract is required); 2. Contact information of legal representative and full-time HSE manager is valid, with copies of ID cards provided	1. Registered address certificate (copy of property certificate / lease contract); 2. Copies of ID cards and contact information (mobile phone / landline) of legal representative and HSE manager		4	
3	HSE-related Administrativ	1. For hazardous	Copies of correspondin		7	

	<p>e Licenses</p>	<p>chemical involvement: <i>Hazardous Chemical Operation License, Road Transportation Operation License</i> (for transportation category); 2. For special equipment involvement: <i>Special Equipment Installation, Transformation and Maintenance License</i> (e.g., valve / pressure vessel installation); 3. For production and emission involvement: <i>Pollutant Discharge Permit</i> (e.g., wastewater / waste gas discharge from equipment production); 4. All licenses are within valid period, and license scope matches cooperative business</p>	<p>g licenses (with official seal, marked with valid period and license scope pages); <i>Fire Acceptance / Filing Document</i> is required for fire-related premises</p>			
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4	Industry Mandatory Certifications	1. For material supply category: API certification (e.g., API 5L for steel pipes, API 6D for valves), industrial product production license are required; 2. For engineering service category: construction-related qualifications (e.g., professional contracting qualification for steel structure engineering) are required; 3. For international business: equivalent certifications such as CE and ISO are required	Copies of industry certification certificates (with official seal, marked with certification scope and valid period)		8	(Supplemented for core material supply business)
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II. HSE Management System Review (25 Points)

Serial No.	Review Item	Review Criteria (Enhancing System Operation Effectiveness)	Requirements for Supporting Documents	Review Result (√ Compliant □ Basically Compliant)	Score (Full Score)	Remarks
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				□ Non-Compliant)		
1	System Establishment and Certification	1. HSE management system has been established, with GB/T 45001-2020 (occupational health and safety) and GB/T 24001-2016 (environment) certifications obtained; 2. Certification scope covers cooperative business (e.g., "hazardous chemical warehousing", "equipment installation"); 3. Internal audit and management review of the system have been completed in the past year, with no major non-conformities	1. Copy of system certification certificate (with official seal); 2. Internal audit report and management review report (including rectification closure records) within the past year		6	
2	Policy Objectives and Responsibility Division	1. Clear HSE policy (publicized at business premises) and quantifiable	1. Photo of HSE policy publicity, annual objective document; 2.		5	

		<p>annual HSE objectives (e.g., "accident rate $\leq 0.1\%$", "hidden danger rectification rate 100%"); 2. Full-time HSE management organization established (at least 1 person for ≤ 50 employees, 1 person per 50 employees for >50 employees); 3. Clear HSE responsibilities for personnel at all levels (including legal representative and team leader), with HSE responsibility letters signed</p>	<p>HSE organizational structure chart, post responsibility document; 3. Signing list of corporate HSE responsibility letters (10 samples selected)</p>			
3	System and Risk Control	<p>1. Complete system list (including work permit, hidden danger investigation, accident management, temporary labor management), with post safety operation procedures covering all</p>	<p>1. HSE system list and 1-2 samples of core procedures; 2. Risk identification list, risk assessment report (including control records for</p>		6	

		<p>operations (e.g., "forklift operation procedure", "welding operation procedure"); 2. Risk identification related to cooperative business (covering hazardous chemical leakage, high-altitude fall, equipment failure) conducted in the past year, with reasonable risk classification (high / medium / low) and operable control measures (e.g., "double-hook safety belt for high-altitude operation")</p>	<p>high-risk items)</p>			
4	Performance Monitoring and Improvement	<p>1. Regular HSE performance monitoring (e.g., monthly hidden danger investigation, quarterly safety inspection) conducted with</p>	<p>1. Performance monitoring records (hidden danger ledger, inspection report) in the past 3 months; 2. Non-</p>		4	

		<p>complete records; 2. Corrective / preventive measures taken for non-conformities (e.g., "special equipment not inspected on schedule"), with closure rate $\geq 95\%$; 3. Employee HSE suggestion channel established, with ≥ 3 suggestions adopted in the past year</p>	<p>conformity rectification tracking form; 3. Employee suggestion records and adoption certificates</p>			
5	Accident / Incident Management	<p>1. Accident reporting, investigation and handling procedures established (in line with <i>Regulations on the Reporting and Investigation of Work Safety Accidents</i>); 2. No general or above accidents (death / serious injury / direct loss ≥ 1 million yuan) in the past 3 years, ≤ 1 general accident with</p>	<p>1. Accident management system document; 2. Accident statement (with official seal) in the past 3 years, investigation report and rectification records required if there is an accident; 3. Warning education attendance sheet and courseware</p>		4	

		closed loop; 3. Accident case warning education records available (at least once a quarter)				
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III. Personnel Management Review (20 Points)

Serial No.	Review Item	Review Criteria (Focusing on Key Personnel Competence)	Requirements for Supporting Documents	Review Result (√ Compliant <input type="checkbox"/> Basically Compliant <input type="checkbox"/> Non-Compliant)	Score (Full Score)	Remarks
1	Key Personnel Qualifications	1. Legal representative / main person in charge: Hold <i>Work Safety Knowledge and Management Competence Assessment Certificate</i> (within valid period); 2. Full-time HSE management personnel: Hold <i>Certified Safety Engineer</i> certificate or HSE special training qualification certificate; 3. Special operation	1. Copies of key personnel qualification certificates (including re-examination pages); 2. List of special operation personnel (name, type of work, certificate number); 3. Explanation of special operation personnel allocation (matching business scale)		7	

		<p>personnel (forklift driver, welder, crane operator, etc.): All hold <i>Special Operation Certificate</i> with complete re-examination records, and personnel quantity matches business needs (e.g., at least 1 certified driver per forklift)</p>			
2	Training System and Records	<p>1. Annual training plan covers all employees: Three-level safety education for new employees (≥ 24 hours), annual re-training for special operation personnel (≥ 24 hours), annual training for general employees (≥ 16 hours); 2. Training content includes cooperative business risks (e.g., "hazardous</p>	<p>1. Annual training plan; 2. Training records in the past year (5 samples selected, including new employees and special operation personnel); 3. Summary table of training assessment results</p>		6

		<p>chemical loading and unloading safety", "scaffolding erection specifications");</p> <p>3. Complete training records (attendance sheet, courseware, assessment results, with pass rate \geq 95%)</p>				
3	Temporary Labor Management	<p>1. Temporary workers shall receive HSE induction training (including our company's safety requirements and operation risks) and pass assessment before taking up posts; 2. Temporary workers have no special operation permission and shall be supervised by regular employees; 3. Temporary worker qualification ledger established</p>	<p>1. Temporary worker training records (attendance, assessment results); 2. Temporary worker qualification ledger; 3. Temporary operation supervision records (3 samples selected)</p>		4	(Responding to previous unqualified temporary worker risk)

		(name, ID number, training records) with dynamic updates				
4	On-site Operator Competence	3-5 on-site operators (e.g., loaders, installers) selected for random inspection: 1. Master post risks and control measures (e.g., "know safety belt is required for high-altitude operation"); 2. Be able to use emergency equipment (e.g., fire extinguisher, first-aid kit); 3. Be familiar with emergency evacuation routes	1. On-site interview records (including Q&A content); 2. Video / photos of emergency equipment practical operation (1 person selected for sampling)		3	

IV. Equipment, Facilities and Protection Review (15 Points)

Serial No.	Review Item	Review Criteria (Aligned with Material Supply / Engineering Equipment Characteristics)	Requirements for Supporting Documents	Review Result (√ Compliant □ Basically Compliant □ Non-Compliant)	Score (Full Score)	Remarks

1	Special Equipment Management	<p>1. Special equipment (forklift, crane, pressure vessel, welding equipment) shall be registered and inspected regularly (once a year) with qualified inspection results; 2. Equipment maintenance ledger established (including daily inspection and maintenance records), with no fault shutdown in the past 3 months; 3. Safety devices (horn, brake, safety valve, emergency stop button) in good condition and effective, with complete inspection records</p>	<p>1. List of special equipment (model, serial number, inspection date); 2. Copies of special equipment inspection reports; 3. Equipment maintenance ledger (past 3 months), safety device inspection records</p>		6	(Responding to previous forklift maintenance risk)
2	Protective Equipment and Fire-fighting Facilities	<p>1. Protective equipment configured according to operation risks: Chemical protective clothing / gas</p>	<p>1. List of protective equipment (type, quantity, valid period); 2. Protective equipment</p>		5	

		<p>mask for hazardous chemical operations, double-hook safety belt for high-altitude operations, protective mask for welding operations; 2. Protective equipment within valid period with regular inspection records (past 1 month); 3. Fire-fighting facilities (fire extinguisher, fire hydrant, fire passage) in line with specifications: Fire extinguisher inspected once every six months, passage width $\geq 4\text{m}$, no blockage</p>	<p>inspection records; 3. Fire-fighting facility inspection records, on-site photos of fire passage</p>			
3	On-site Operation Safety Facilities	<p>1. Cross-operation areas (e.g., warehouse passage, installation site): Equipped with "STOP" signs, speed bumps, convex</p>	<p>1. On-site photos of safety facilities (marked with location); 2. Detection records of hazardous chemical</p>		4	(Responding to previous intersection risk)

		<p>wide-angle mirrors; 2. Hazardous chemical storage area: Independent ventilation, explosion-proof lighting, leakage emergency kit (including oil-absorbing cotton, neutralizer), gas detector (range matching risks); 3. Material storage area: Clear shelf load-bearing signs, no overloading, standardized passage marking</p>	<p>storage area (past 1 week); 3. Photos of shelf load-bearing signs and passage marking</p>			
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V. Emergency Management Review (10 Points)

Serial No.	Review Item	Review Criteria (Enhancing Linkage and Practicality)	Requirements for Supporting Documents	Review Result (√ Compliant □ Basically Compliant □ Non-Compliant)	Score (Full Score)	Remarks
1	Emergency Plan System	1. Emergency plans matching cooperative business formulated:	1. Emergency plan text (including emergency organization,		4	

		<p>Hazardous chemical leakage emergency plan, fire emergency plan, high-altitude fall rescue plan, special equipment fault emergency plan;</p> <p>2. Plans reviewed (including experts / employee representatives), and filed with local emergency management department if required; 3. Plans distributed to relevant posts (e.g., warehouse manager, forklift driver), and employees aware of emergency responsibilities</p>	<p>disposal process, contact information); 2. Plan review records, filing certificates; 3. Plan distribution records (5 posts selected for sampling)</p>		
2	Emergency Drills and Materials	<p>1. ≥ 2 special emergency drills conducted in the past year (including scenarios related to cooperative business, e.g., "hazardous chemical leakage disposal",</p>	<p>1. Drill materials in the past year (plan, records, assessment report); 2. List of emergency materials (including quantity, valid period, storage location); 3. Emergency</p>		3

		<p>"forklift collision rescue"); 2. Drills with plans, photos / videos, assessment reports, and problem rectification closed loop; 3. Complete emergency materials (fire extinguisher, first-aid kit, stretcher, emergency lighting, communication equipment) within valid period and stored in prominent locations</p>	<p>material inspection records (past 1 month)</p>			
3	Emergency Linkage and Communication	<p>1. Emergency communication network established: Equipped with walkie-talkies (covering all operation areas), emergency phones (posted in prominent positions) with 24-hour communication; 2. Clear emergency linkage process with our company (e.g.,</p>	<p>1. List of communication equipment, photos of posted emergency phones; 2. Emergency linkage agreement with our company (if any); 3. List of contact information of local emergency departments, communication equipment test records</p>		3	

		<p>accident reporting time limit ≤ 15 minutes, resource support requirements);</p> <p>3. Aware of contact information of local emergency departments (fire-fighting, hospital), with no emergency communication failure in the past year</p>				
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VI. Past Performance and Compliance Review (5 Points)

Serial No.	Review Item	Review Criteria (Focusing on Industry Reputation and Compliance)	Requirements for Supporting Documents	Review Result (<input checked="" type="checkbox"/> Compliant <input type="checkbox"/> Basically Compliant <input type="checkbox"/> Non-Compliant)	Score (Full Score)	Remarks
1	Compliance Records	1. No administrative penalties from emergency management, environmental protection, market supervision and other departments in the past 3 years (verifiable on "Credit China")	1. Screenshots of no penalties on "Credit China" and "National Enterprise Credit Information Publicity System"; 2. Statement of no blacklist / dishonest		2	

		and "National Enterprise Credit Information Publicity System"); 2. No inclusion in industry "blacklist", no dishonest person subject to enforcement records	records (with official seal)			
2	Similar Cooperation Evaluation	1. Provide HSE evaluation opinions from at least 2 similar customers (prioritizing units within system and large material supply enterprises); 2. Evaluation results at "qualified" or above, with no negative feedback (e.g., "chaotic safety management", "delayed hidden danger rectification")	1. Customer evaluation letters (with customer official seal, indicating cooperative business and evaluation conclusion); 2. Copies of similar cooperation contracts (key pages, proving cooperation duration ≥ 6 months)		3	

VII. Special HSE Capability Review (Bonus Item, Maximum 5 Points)

Serial No.	Special Type	Review Criteria (Targeting Core Needs of Material Supply / Engineering)	Requirements for Supporting Documents	Bonus Points (Full Score)	Remarks
1	Material Supply Special	1. Product quality traceability system established (e.g., steel pipe batch number traceable to production and inspection records); 2. Transportation vehicles equipped with GPS positioning and driving recorders, with no traffic safety accidents in the past year; 3. Provide product HSE manual (including storage and loading / unloading risk prompts)	1. Screenshots / records of quality traceability system; 2. GPS positioning records of transportation vehicles, photos of driving recorders; 3. Sample of product HSE manual	2	
2	Engineering Service Special	1. Conduct HSE qualification review for subcontractors (\geq 3 review records in the past year); 2. Project HSE plan includes job safety analysis (JSA) records (\geq 5 JSA records for the latest project); 3. No	1. Subcontractor review records; 2. Project HSE plan, JSA records; 3. Statement of no complaints (with official seal)	2	

		HSE complaints about engineering projects in the past year			
3	Innovation and Improvement	1. Adopt HSE new technologies (e.g., intelligent safety helmet, AI hidden danger identification system); 2. Obtain HSE-related honors (e.g., "Safety Demonstration Unit", "Environmental Protection Advanced Enterprise")	1. Certificates of new technology application (equipment purchase contract, use photos); 2. Copies of honor certificates	1	

VIII. Review Result Summary and Disposal Suggestions

Review Dimension	Full Score	Actual Score	Bonus Points	Total Score	Major Issues (Non-Compliances)
Basic Information and Entity Qualification	25				
HSE Management System	25				
Personnel Management	20				

Equipment, Facilities and Protection	15				
Emergency Management	10				
Past Performance and Compliance	5				
Special Bonus	-				
Final Total Score	100				

(II) Disposal Suggestions

1. Excellent (≥ 90 points):

- Included in the company's *Qualified Supplier / Contractor List* and designated as "Priority Cooperative Partner", with annual re-review once a year;
- Exemption from some routine review items (e.g., repeated verification of basic qualifications) allowed, and cooperation approval cycle shortened.

1. Qualified (70-89 points):

- Included in the list, with non-compliances required to be rectified within 30 days (rectification report and supporting materials submitted);
- Re-review conducted every six months, and can be adjusted to annual re-review if qualified for two consecutive re-reviews.

1. Unqualified (< 70 points):

- Not included in the list, and re-application for review not allowed within 6 months;
- Business of existing cooperative partners suspended immediately, and can be resumed only after rectification and passing re-review;
- Partners with major risks (e.g., unqualified operation, unrepaired major accidents) permanently prohibited from cooperation.

IX. Review Signature and Attachments

(I) Review Team Signature

Name	Department	Position	Signature	Date
	Quality, Safety and Environmental Protection Department	Team Leader		
	Procurement Department / Business Department	Member		
	Equipment Management Department	Member		
	Human Resources Department	Member		

(II) Attachment List (To Be Submitted with the Review Form, with Official Seal)

1. Copies of business license, unified social credit code certificate, and HSE-related administrative licenses;
2. HSE management system certification certificate, internal audit / management review report;
3. Copies of qualification certificates of key personnel (legal representative, HSE manager, special operation personnel);
4. Special equipment inspection reports, equipment maintenance ledgers, inspection records of protective equipment / fire-fighting facilities;
5. Emergency plans, drill records, list of emergency materials;
6. Accident statement in the past 3 years, screenshots of no penalties, customer evaluation letters;
7. Supporting materials for special capabilities (e.g., API certification, new technology application certificates);
8. Other supporting materials (e.g., temporary worker qualification ledger, training records).

Review Form Compilation Department: Quality, Safety and Environmental Protection Department

Review Form Version: V2024.02 (Integrated Version)

Retention Period: 5 years (from the date of review completion)

Distribution Scope: Quality, Safety and Environmental Protection Department, Procurement Department, Business Cooperation Department, Archiving

Remarks: 1. This form shall be reviewed by the review team through on-site verification and written materials to ensure authenticity; 2. The review conclusion shall take effect after approval by the company's safety-in-charge leader.