

1.0 Purpose

This instruction outlines the control and monitoring requirements to be adopted for influencing the indirect environmental impacts related to the contractors (including suppliers) employed by WBC for construction activities.

2.0 Scope

This instruction applies to contractors that provide goods / services for WBC's construction activities. It does not apply to the purchase of stationery, messing, office equipment or acquisition of capital items for these types of (for those refer to EI-06). It applies to products and services having direct bearing on the environmental aspects for construction activities.

3.0 Procedure

- 3.1 Project Manager (PM) shall be responsible to implement and maintain this instruction.
- 3.2 During the tendering stage for the Contractors, the PM shall identify and specify the environmental requirements for particular contracts/orders.
- 3.3 For selection of contractors, it shall select from the Approved Contractor List. Contractor's past environmental performance / environmental management system / environmental performance of the goods/services supplied shall be considered as one of the selection criteria. Information of contractors' environmental performance shall be sought and maintained for assessment by means of *Contractor Evaluation Form*.
- 3.4 Upon contract award, PM or Contract Manager shall issue WBC's Environmental Policy and relevant environmental instructions / requirements to contractors. The Contractors shall sign and return the notification to acknowledge their willingness to comply with the environmental policy and requirements.
- 3.5 Once the contracts have completed, the PM shall review the overall environmental performance of employed contractors and maintain review records.

4.0 Monitoring and Checking

- 4.1 To ensure that the environmental management measures are implemented by the contractors, the Project Environmental Engineer (PEE) shall conduct weekly site inspections on the environmental performance at each project site. The PEE shall carry out inspections with reference to the Contract requirements, EI-04 or the Project Environmental Management Plan (EMP). In cases of nonconformity or other relevant observations, the PEE shall report to the PM and follow up on the corrective actions adopted by the Contractor.
- 4.2 The environmental performance of contractors shall be reviewed and reported during the monthly progress meeting for projects.

5.0 Records

Record Description	Record Location/ Retention Responsibility	Minimum Retention Time
Contracts / purchasing documents (Refer to Project Manager for details)	Project working file	3 years after project completion
Contractor Evaluation Form (EF-EI05-01)	Project working file	3 years after project completion
Approved Contractor List (ACL)	Project working file	3 years after project completion

6.0 Appendix

Appendix 1: Contractor Evaluation Form (EF-EI05-01)

Name of Contractor:	
Contact:	
Product /Services:	
Project:	
Period of Services:	

EVALUATION SUBJECT		*SCORE					
Organization							
a.	Management Commitment	5	4	3	2	1	NA
b.	Financial Status	5	4	3	2	1	NA
c.	Labour Resources	5	4	3	2	1	NA
Management System							
d.	Environmental Management System	5	4	3	2	1	NA
e.	Quality Management System	5	4	3	2	1	NA
f.	Safety Management System	5	4	3	2	1	NA
Performance							
g.	Previous environmental performance	5	4	3	2	1	NA
h.	Previous quality performance	5	4	3	2	1	NA
i.	Previous safety performance	5	4	3	2	1	NA
Capacity							
j.	Management ability	5	4	3	2	1	NA
k.	Supervision ability	5	4	3	2	1	NA
l.	Workmanship ability	5	4	3	2	1	NA
m.	Ability to meet manpower requirement	5	4	3	2	1	NA
n.	Ability to meet schedule	5	4	3	2	1	NA
o.	Ability to meet design requirement	5	4	3	2	1	NA
p.	Ability to meet works requirement	5	4	3	2	1	NA
q.	Ability to meet material requirement	5	4	3	2	1	NA
r.	Ability to meet plant required	5	4	3	2	1	NA
s.	Ability to meet device required	5	4	3	2	1	NA
t.	Ability to carry out inspection	5	4	3	2	1	NA
Cost		5	4	3	2	1	NA

***Score:** 5=Very Strong 4=Above Average 3= Average 2=Below Average 1=Very Weak
NA= Not Applicable

Comment:

Assessed By:

Name

Position

Signature

Date

Approved By:

Name

Position

Signature

Date