Contractor Competency assessment form (Star rating system) - Annexure "8"

Form No:SAFETY/FORMS/CSM/08 Revision No:06 Effective Date :20 th Feb 2023

CSMS TOTAL SCORE	**665**	**CSMS RATING :**	**3 Star**
Organization name	**M/S** Siri Vennela Engineering	**Assessment team :**	Bureau Veritas Industrial Services India Pvt. Ltd. (BVIS)
Contractor Proprietor Name	Mr. G GIRI Babu	**Team Leader :**	Mr. Saktidatta Pradhan
Organization Registered Address	**Solei, Danagadi,Solei,Jajpur ,755019**	**Team Member :**	Mr. Saktidatta Pradhan
TSL representatives (CA/ CO /Mentor / Local safety professional)	CA- Mr. Manoj Kumar Sahoo (158469) CO- Mr. Sanjay Sharma (158641)	**Date of Assessment**	**08.07.2026, 02:30 PM**
Vendor Code	**S0T0**	**Comments by Assessor : Last assessment done on 18.06.2026**	

Active work order numbers with Department	**Work Order No.1: 3700990877/118 valid upto 30.11.2026**	**Department: E&P**	**CO Name: Mr. Sanjay Sharma (158641)**
	Work Order No.2:	**Department :**	**CO Name:**
	Work Order No.3:	**Department :**	**CO Name:**
	Work Order No.4:	**Department :**	**CO Name:**
Audit Location:	**PROJECT OFFICE ,TATA STEEL KALINGANAGAR**		

Risk Parameter: (Risk of job where contractors to be engaged)	✓	**High Risk :**	
		Low Risk :	**# Tata Steel Kalinganagar representative** Mr. Mahatma Singh (911135) was present during the assessment. # During opening meeting Site incharge Mr. Banamali majhi (KS1215182945),Mr. Ganesh Mahato(TW0125441272) and Site Safety Supervisor Mr.Bijay Kumar Das(TS0323702706) from **M/S Siri Vennela Engineering** were present during the entire assessment and during site visit
		Both :	
Type of Contract			
Manpower contract			
Supervision contract	✓		
Set apart contract			
Transient contract			
Other Services			

Tick the type of work the company is capable of undertaking :

Civil, Structural & Building Maintenance		Lifting equipment Maintenance and Services		Utility Services	
Cleaning Services		Mechanical Maintenance and services		Electrical Maintenance and Services	
Instrumentation Calibration and Testing		Catering Services		Transportation and Material Handling	
Waste materials / slag / reclaiming & disposal		Manpower supply		Mining related activity	
Lifting, Loading, Unloading, feeding & packaging		Road maintenance		Rail maintenance	
Any Others, please specify	✓	**Mechanical Structure assembly and Erection Work**			

1.What is total manpower strength of your organisation working in Tata Steel?	42
1.1. Number of Supervisors and their qualifications (Attach list):	3
1.2. Number of certified and skilled employees (Please attach list of employee with skill level):	Gold- 01 Platinum 01 Silver-44
1.3. Number of unskilled employees:	6
1.4. Number of Site Safety Supervisors and their qualifications (Attach list):	1
2.Total Value of Contract in currency as applicable with Tata Steel: Example in Rupees: (less than 5 Lacs / 5 to 25 lac/ 25 lac to 1 crore, and above 1 crore If more than 1 crore, mention exact value).	76 lakh
3. Name of the departments/locations where you are currently engaged in Tata Steel:	E&P
4. Organisational Structure of your organisation: (e.g. MD, GM, Managers etc.)	Available

Evaluation Criterion for Star Rating and Safety Performance Evaluation

0 = Process not yet started/ No System.

1 = Poor- Weak Safety system and process, weak or no system of Lead Indicator identification, reporting and compliance monitoring; little awareness; minimal or no ownership and commitment. (Survival)

2 = Reasonable- Some system & process exist; inconsistent system of Lead Indicator identification, reporting and compliance monitoring; awareness may be present, but implementation of this aspect is haphazard or not evident at all. (Reactive stage)

3 = Good- Safety Management system & process exist and documented; improving trend of system of Lead Indicator identification, reporting and compliance monitoring; system is implemented at the minimum levels; ownership and commitment visible at some extent. (Dependent stage)

4 = Very Good- H&S Management System is addressed systematically, documented and updated regularly, reaching the respective targets regularly; good system of Lead Indicator identification, reporting and compliance monitoring; integration with other activities is at high levels; felt and visible ownership and commitment. (Independent stage)

5 = Excellent- Can be recognised as a leader in this particular aspect of the H&S Management System; everyone is involved and high levels of integration and ownership & commitment are demonstrated.; continuous improvement is evident. (Interdependent stage)

Assessment Frequency: Once in two years(within 24months) for the 4 & 5-Star rated vendors and once in a year(within 12 months) for 3 -Star rated Vendors from the date of the previous assessment .
Assessment reports must be logged in 'ENSAFE-IT SYSTEM' by the CA/ CO within 4 days after receiving report from central safety team. [Refer to DOC. NO.: SAFETY/PROC/CSM/ 01, SAFETY/PROC/CSM/ 02]
NOTE: [(5 Star- 850-1000), (4 Star-750-849), (3 Star-650-749), (2 Star- 550-649), (1 Star- 450- 549), (No Star- Less than 450)]
All the requirements will be evaluated in a scale of 0 to 5 which will be weighted for Star rating score calculation.

tribut	SN	Criteria Requirements	Guideline for audit	Expected Aspects	Evaluation status (on the 0 to 5)	Actual score	Remarks
	1.1	Safety & Health Management System (Policy & Principles, Safety Manuals, Safety Organization) (Safety manuals – (Look for HIRA or JHA document, Legal compliance system, Emergency Planning system, Safety dash board, Safety audit & review system, Operational control, Asset Management).	0. 0% :No system exists.	# No system exists- no policy , no organization structure.	3	30	Documented Safety & Health Management System in place.
			1. 20% : Documented Safety and Health management system exists and organizational structure exists.	#Documented Safety and Health management system exists and organizational structure exists- safety manual (policy, procedure, objectives,OCP,hazard & risk assessment-GRA/HIRA, JHA, SWP,SOP, emergency preparedness & response plan), organization structure (roles and responsibility , competence management)			Safety Manual available vide Doc. No.SEW/CSMS/MAN-01 , Rev no.01 rev. Date 22.06.2026, Issue no. 01 and with signed by concern authority. Prepard date ,Review date and approval dates are available in safety manual. Note-All dates have been updated to ensure accurate traceability and accountability in accordance with the document control procedure. Health, & Safety Policy available, effective from 22.06.2026 and signed by the concern authority. Safety Principle available. Objectives are set and declared. Safety Organisation Structure available. HIRA (Hazard Identification and Risk Assessment): HIRA was not available for any activities . SWPs (Standard Working Procedures): 02 nos SWPs provided by TSL E&P for all activities as per the existing Work Order. E&P/TSK/RMHS/EA28/05/2026 JHAs (Job Hazard Analyses): 02 JHAs prepared by the vendor for all activities, considering the requirements for PPEs, tools & tackles, and necessary training. (A Job Hazard Analysis (JHA) needs to be prepared, incorporating the hierarchy of control measures, to systematically identify and mitigate potential hazards in the workplace). The Emergency Preparedness & Response Plan is available and covers some emergency scenarios, however, it does not include a mock drill system to evaluate its effectiveness. Safety Dash Board maintained on monthly basis and displayed at site. All legal documents (Labour License, PF, ESI, etc.) available with a Compliance System. Labour License no. JAJ/R&A/ 2024/020768 Valid up to 10.03.2027 available. Documented Asset Management System in place with a list of office stationeries and tools tackles & equipments.
			2. 40% : Regular Audits done through Internal & External agencies.	# Regular Audits done through Internal & External agencies- audit done at planned interval either internal or external in reference to requirements / criteria (CSMS,OHSAS OR other safety management system)			An audit plan is available for various audits, including Severity Audit, PPE Audit, Tools & Tackles Audit, and Housekeeping Audit. Weekly contractor safety audits are being conducted by supervisors as required. Site severity reports are available, detailing severity violations categorized as 1,2 & 3, Severity audit compliance was verified through documented reports. An external audit of the Safety Management System (SMS) was not conducted by an independent external agency. Note- Ensure the external auditor is independent, competent, and experienced in auditing Safety Management Systems. An external audit of the Safety Management System (SMS) ISO 45001:2018 has been conducted on 26.12.2025 and valid up to from MMS , Certificate no.. A self-assessment audit (Anx-08) was conducted by the vendor on 02.01.2026 and was not verified by the concerned authority (CO). OFIs raised in earlier assessments and self-assessments are not fully documented; the absence of evidence indicates that records are incomplete and not maintained as required. Despite listing OFI points from earlier assessments, the necessary evidence documents were not provided, and evidence to verify implementation was not demonstrated during the assessment. **Note-**Ensure that all OFIs points are supported with relevant documentation.Provide evidence documents during assessments to demonstrate compliance.
			3. 60%: Evidence exists for Corrective and Preventive action taken along with improvement regularly.	#Evidence exists for Corrective and Preventive action taken along with improvement regularly- based on audit presence of corrective and preventive action along with root cause analysis.			Corrective and Preventive Actions (CAPA) have been implemented for audit observations related to 03&4 severity cases. Root cause findings for severity 03&04 cases were conducted using the "Why-Why" analysis method. The Corrective and Preventive Actions (CAPA) are available . The CAPA is prepared using a "Why-Why-Why" analysis method . Note- CAPA process to ensure clear identification of root causes.Provide training on effective root cause analysis and CAPA implementation. Corrective actions and preventive measures are not taken against severity 1 and 2 type observations. A detailed analysis has not been conducted to address audit findings, and preventive measures have not been implemented to prevent similar observations from recurring.
			4. 80%: Continuous improvement in the system based on feedback of Audits.	# Continuous improvement in the system based on feedback of Audits - improvement in objective (leading & lagging indicator), & evidence of continual improvement trend.			Leading and lagging indicators are maintained as part of the dashboard information. Regular improvements based on root cause analysis have been implemented. Evidence was not found to demonstrate that audit feedback has been incorporated into the improvement process.
			5. 100% participation of all employees along with all of above.	# participation of all employees along with all of above - evidence of participation in tool box talk, safety meeting, safety campaign, safety quiz, safety competition etc.			Employees participation in Tool Box Talks, Safety Meetings, Safety Campaigns are evident
	1.2	Documented procedure on selection, deployment of skilled and Certified	**0.** 0% :No system exists.	# No system exists - No procedure for selection and deployment of skilled and Certified employees			

1.Planning of Safety System & Process		employees. Job description, Roles & Responsibilities to be available mentioning safety as one of the mandatory requirement (Which institute ,Type of skill training like Mechanical, Electrical etc..)	**1.** 20% : Benefit of Safety Certification given at the time of employment	# Benefit of Safety Certification given at the time of employment - whether safety supervisor, project manager have undergone any formal certified safety courses (OHSAS, NEBOSH,RLI/CLI courses, diploma in industrial safety, Tata Steel courses)	2	20	A documented procedure for the selection and deployment of skilled employees is available. Skilled employees assessment done by Tata Steel for all level of site supervisors and workers as a mandatory part of Gate Pass issue formalities. Safety a mandatory requirement was not mentioned in appointment letter . Safety a mandatory requirement for engaging all employees not mentioned in selection procedure.
			2. 40% : Existing Personnel encouraged undertaking safety courses.	# Existing Personnel encouraged undertaking safety courses - company initiated , sponsored safety training.			Company initiated safety course and sponsored safety Training not done for all employees . Mr. Banamali Majhi(Site incharge) has done Risk management & Industrial safety certification course form Khalifa University On 2026. Note-Develop and implement a comprehensive safety training program for existing employees. Vendor not encouraged / initiated existing employees to do any safety course.
			3. 60% : Safety a mandatory requirement for engaging all employees.	# Safety a mandatory requirement for engaging all employees - safety aspect in job description, appointment/employment contract.			Safety a mandatory requirement for engaging all employees not mentioned in selection procedure. Safety a mandatory requirement not mentioned in appointment letters. Safety aspects was not mentioned in individual job descriptions of all level of employees in selection procedure.
			4. 80% : Documented Safety certification requirement beyond a certain level in the hierarchy.	# Documented Safety certification requirement beyond a certain level in the hierarchy - safety certification course by safety supervisor project manager & above.			Safety certification required beyond a certain level (Safety Personnel) in the Hierarchy not mentioned in selection procedure.
			5. 100% : Positions beyond a certain level can be occupied by personnel having exemplary safety records and having safety certification.	# Positions beyond a certain level can be occupied by personnel having exemplary safety records and having safety certification - evidence of safety competence of top management , excellent safety record.			Safety certification requirements for personnel beyond a certain level in the hierarchy are not specified in the selection procedure.
	1.3	Documents showing safety planning process for safe execution of jobs- JHA document, Audit plans, planning for tools & equipments,Job execution plan, work permit system, Method statement	0. 0% : No system exists.	# No JHA in place	4	40	JHA in place
			1. 20% : Job hazard Analysis exists for 25 % of the jobs. No evidence of preventive and corrective measures at site.	# 20% Job takes into account of JHA, but no corrective and preventive measures in place			1. SWPs (Standard working Procedures): 1 available 2. JHAs (Job Hazard Analyses): 1 available
			2. 40% : Job hazard Analysis exists for 50 % of the jobs. No evidence of preventive and corrective measures at site	# 40% Job takes into account of JHA, but no corrective and preventive measures in place			Job Hazard Analyses (JHAs) are in place and are being progressively updated to incorporate the hierarchy of control measures, ensuring a systematic and effective approach to risk mitigation and promoting a safer work environment.
			3. 60% : Job hazard Analysis exists for 50 % of the jobs. The jobs are well planned and evidence exists of Safety features at site to counter the Hazards identified.	# 60% Job takes into account of JHA, with preventive measures planned w.r.to potential hazard identified			Jobs are well planned as mentioned in JHAs by considering the requirement of all specific PPEs, Tools-tackles-equipment's, trainings and skilled manpower. Corrective and preventive measures for potential hazards are incorporated in the Job Hazard Analyses (JHAs). Further enhancement is recommended by integrating the hierarchy of control measures to strengthen the systematic approach to risk mitigation and improve overall workplace safety.
			4. 80% : Job hazard Analysis exists for 75 % of the jobs. The jobs are well planned and evidence exists of Safety features at site to counter the Hazards identified.	# 80% Job takes into account of JHA, with preventive measures planned w.r.to potential hazard identified			Planning for tools & equipment considered in JHAs for respective jobs. Job execution plan available for selective jobs. Work permit system no. 110022373813 , Date-08.07.2026 checked
			5. 100% : Job hazard Analysis exists for 100 % of the jobs. The jobs are well planned and evidence exists of Safety features at site counter the Hazards identified	# 100% Job takes into account of JHA, with preventive measures planned w.r.to potential hazard identified			JHAs are well-developed, clearly identifying hazards, evaluating associated risks, and incorporating robust control measures, contributing to effective risk mitigation. Method Statements related to the relevant job activities were available. However, there is an opportunity to further strengthen the process by periodically reviewing and updating the Method Statements to reflect changes in work practices
	1.4	System and processes for training on Safety standard, Behavioural based, Job specific, skill development, emergency preparedness for employees and supervisors.	0. 0% :No system or process exists.	# No system or process exists -			
			1. 20 %: Documented system and process exists along with training organizational structure and infrastructure.	# Documented system and process exists along with training organizational structure and infrastructure - Organization has defined personnel for training , training infrastructure			Documented training procedure clearly defined in manual. Training Organizational Structure (Plan, Course Modules, Materials) mentioned in training procedure. Training Need Identification (TNI) had been carried out for all categories of employees. Documented Training Matrix made considering the requirement of trainings based on all related works as per the Work Order, JHA and SWP. So Training calendar / plan made to cover all declared safety trainings .

		2. 40 %: Along with above a training records maintained on all SOPs.	# Along with above, training records maintained on all SOPs - Training on SOP given with evidence/record.	3	30	General Safety Orientation training was not provided to all individual (new employees) before deployment at work site, record evident. Trainings are conducted as per the plan and records maintained as attendance sheet. Trainings for respective SWP is available . No evidence of feedback collection was available for other employees who attended the training programs. proper training effective was found as pre post exam was conducted after training programm . Training on JHA is found on date 24.06.2026
		3. 60%: Along with above SOPs getting revised based on feedback continuously	# Along with above SOPs getting revised based on feedback continuously - revision on SOP based on feedback (training effectiveness)			A training feedback system is in place, it lacks actionable suggestions and recommendations for improvement. The revision of Safe work Procedure (SWPs) based on feedback was not carried out by Vendor .
		4. 80%: Along with above pictorial SOPs displayed at site in regional languages for better understanding of all employees.	# Along with above pictorial SOPs displayed at site in regional languages for better understanding of all employees - pictorial display of SOP (in regional language)			Pictorial SWP in regional language (Odia) was not available as document .
		5. 100%: Along with the above employees display an exemplary understanding of all SOPs at site.	# Along with the above employees display an exemplary understanding of all SOPs at site - interview / discuss during site visit.			Understanding of employees regarding SWP (during site visit) was found to be inadequate . Supervisor- Mr. Yandrapati Murali
1.5	System for two way communication (Top – Bottom – Top) between contractor leadership and their workforce (Proprietor engagement in line walk, Safety meeting etc.).	0. 0% : No system or process exists.	# No system of communication	3	30	
		1. 20 %: Documented system and process exists for communication between all levels of Contractor leadership and their workforce. Visual displays MoM of meetings and action taken reports.	# Documented system is in place for internal communication. MoM available as record/display in office			The documented system of two-way communication outlined in the manual includes Line Walks, Mass Meetings, and Toolbox Talks (TBT). The company conducts Safety Mass Meetings, Safety Committee Meetings, and Safety Review Meetings every month. The latest Safety Mass Meeting was conducted on 23.06.2026. Minutes of Meeting (MOM) records for safety mass meetings are not maintained, including discussion points. Mass meetings was conducted on a monthly basis . Mass meeting agenda was mention .
		2. 40 %: Along with the above evidence exists of leadership team visits and discussions and action.	# Documented system is in place. Evidence of Leadership team visit, discussion and action exist			The vendor conducted line walks on a monthly basis, with the involvement of the proprietor. The last line walk was conducted on 03.07.2026 and not logged in E-proc system. Linewalk date conducted on 15.05.2026 and not logged in Eproc system Line walk records are maintained along with photographic evidence. Discussion points and actions taken during the line walk were documented, along with their compliance status.
		3. 60%: Along with the above evidence exists of leadership team and the proprietor visits and discussions and action	# Along with above top management involvement in implementation action exist (evidence is must)			The implementation of all points raised during Line Walks has been completed, and the status of implementation has been documented. The vendor's top management participate in the line walks,and the Location In-Charge demonstrated active engagement and commitment to addressing the issues and discussion points raised during the walks.
		4. 80%: Along with above record of improvements undertaken as a result of such communication and feedback	# Along with evidence exist w.r.to feedback and communication on action			No documented evidence was available to demonstrate feedback or communication on actions taken in response to reported concerns or suggestions.
		5. 100%: Along with the above recognition and reward for participants for such communication exists	# Along with above reward/recognition mechanism exists for participation/ suggestion on action (evidence/record)			There is no formal recognition or reward mechanism in place to acknowledge and incentivize contractor employees for providing valuable feedback or suggestions.
2.1	Capability of Workforce, (Skilled, Certified Competent Supervisor, Site Safety Supervisors and manpower etc.) Verify through site visit and Interview.	# Deployment of Skilled & certified vendor employees (supervisors, site safety supervisors and workman as per the job requirements) from JNTVTI or other TSL approved institutions.	a) Deployment of below 70% certified employees at site, Score - 0 marks	10	10	
			b) Deployment of 70- 90 % certified employees at site & having up to 15-30% employee in gold & platinum proficiency : Score - 10 marks			All deployed supervisors and workman are competent with right skill in right job as per the TSL requirement. All employees including supervisors and workman undergone the skill Assessment done by TSL as a mandatory requirement for gate pass formality. Skill assessments have been conducted for all employees, and less than 10% of employees have achieved the Gold/Platinum category.
			c) Deployment of 90- 100% certified employees at site with right skill in right job & having 30-50 % employee in gold & platinum proficiency Score- 20 marks			
			d) Deployment of 100% certified employees at site with right skill in right job & having more than 50 % employee in gold & platinum proficiency Score- 25 marks			
		# Hazard identification and Risk assessment :Inclusion of site specific , job specific and adequate six directional hazard in Work permit, Job Hazard Analysis by	a) Inadequate hazard identification and poor implementation of safety measures mentioned in work permit, Score – 0 marks			Hazard identification and implementation of safety measures are outlined in the work permit system, which is available and utilized at the site.

		in Work permit .Job Hazard Analysis by contractor supervisors .Learnings from JHA incorporating in 'SOP'	b) Inclusion of Job specific, site specific hazards & safety measures mentioned and addressed adequately in work permit , Score – 5 marks	10	10	Job-specific and site-specific hazards, along with the corresponding safety measures, are adequately identified in Work permit , communicated, and followed by employees at the workplace. Check Work permit no - 110022373813
			c) Job specific, site specific hazards and safety measures mentioned adequately in work permit and known to the working group. Score – 10 marks			Site-specific and job-specific hazards, along with corresponding safety measures, are being followed adequately. These hazards and safety measures are properly outlined in the work permit. Additionally, the work permit considers all six directional hazards appropriately.The work permit (Permit No. 110022373813 dated (08.07-2026) E&P KP ,was checked and verified.
		# Compliance to deployment of applicable safety standards at site as mentioned in "SOP" and permit system	a) Non-compliance captured with respect to applicable safety standard , SOP and permit system , Score - 0 marks	10	10	
			b) Non-compliance captured with respect to only one aspect (applicable safety standard , SOP or work permit system)Score - 10 marks			The following aspects were reviewed during the audit . 1. Safe work Procedures (SWPs):compliant 2.Safety Standards: Compliant 3. Work Permit System: available at site and known to workers .
			c) 100% compliance to applicable safety standards , 'SOP' & work permit system , Score - 15 marks			There is 100 % compliance with safety standards, and the Safe work Procedures (SWPs) are being followed at the site. 1.The job is being carried out in compliance with the SWP guidelines and Work Permit conditions. 2. Employees were not adequately familiar with the applicable Safe Work Procedure (SWP) during the site visit.
2.2	Conducting Tool box ,mass meeting regularly and leadership engagement(Contractor proprietor line walk). (Verify through Records , Interview & site visit)	# Conducting Tool Box meetings daily at all sites of location by site supervisors , site safety supervisors .	a) In adequate records on Toolbox meetings and participation below 80% in Tool Box meetings, Score – 0 marks	10	10	
			b) Maintaining adequate records & 100% participation of work men & supervisors in Tool Box meetings, Score – 10 marks			Tool Box meetings conducted regularly by the supervisor and maintaining the records.
			c) Compliance of tool box meeting points being captured & reviewed ,Score – 20 marks			Toolbox Meetings are conducted regularly by the vendor, with proper attendance records, a significant gap exists. Despite participation from supervisors , the meeting records lack documentation of compliance points, feedback, and suggestions not evidanced.
		# Participation of Proprietor / Locational in charge in Line walks and Monthly mass meetings and maintaining records	a) Below 80% compliance of monthly line walk & mass meeting, Score - 0 marks	10	10	
			b) Monthly compliance of line walk & safety mass meeting & record available - 10 marks			1. Proprietor's Line Walk: All action items completed. 2. Mass Meetings: Records was up-to-date .
			c) Monthly compliance of line walk by proprietor being captured in E Proc (IT system)) & mass meeting record available -15 marks			The monthly line walk for **[21.03.2026]** was successfully conducted by the Locational In-Charge. The observation report has not been logged in the E-Proc system
			d) compliance of line walk & mass meeting points , 20 marks			No documented evidence was available to demonstrate feedback or communication on actions taken in response to reported concerns or suggestions.
		# Effectiveness of line walk , tool -box meeting & safety mass meeting	a) Compliance of learning of the Incidents of the department /division /location , is less than 80%– 0 marks	5	5	Learning of the incidents of the department / division / location are shared in Tool Box Meetings and Mass communication . Compliance of learning of incident of the division done, which is more than 80 % Incident details . On date 21.05.2026 at ludhiana Red stripe no 02 . On date 12.05.2026 at NINL
			b) Compliance of learning of the Incidents of the department /division /location , compliance is 80-94%%– 5marks			The incident from the concerned department/division/location was communicated to employees primarily through Toolbox Meetings. However, no additional awareness initiatives, such as safety campaign ,posters to reinforce the learning and preventive measures arising from the incident.
			c) Compliance of Learning of the Incidents of the department /division /location , compliance is more than 95%– 10 marks			
2.3	Providing & ensuring usage of standard (IS/EN) and right PPEs while performing the job. Ensure timely replacements. (Verify through site visit and Interview).	# Hazard mapping with respect to location specific and usage of applicable and standard PPEs by contractor employees at working site	a) Hazard mapping not available ,score – 0 marks	10	10	
			b) Availability of Hazard mapping with the current job requirements but non-compliance related to use of PPE observed, score – 10 marks			Job specific hazard mapping was available, and employees were observed using the applicable standard PPE at the worksite. However, there is an opportunity to strengthen the hazard identification process by developing area-specific hazard mapping to address location-based hazards and improve risk communication and control.

			c) Availability of Hazard mapping and 100% employees using required and standard PPE ,score – 20 marks			Employees were found to be complying with PPE requirements.
		# Physical condition of PPE using by employees at working site	a) Some of employees using defective PPE , score - 0 marks b) 100% employees using non defective PPE ,score - 20 marks	20	20	The physical condition of the PPEs being used by employees at the worksite was found to be good .
		# Regular audits on usage of PPE by supervisors and review of PPE quality and improvements by vendor	a) Poor compliance on Audits on PPE usage and review , score – 0 marks b) Regular audits by supervisors with specified frequency and review by vendor on monthly basis , score – 10 marks	10	10	1. Compliance with the required frequency of supervisory audits was verified during the observation. 2.The observation has been complied with. PPE quality review records and improvement actions are now being maintained by top management The PPE audit report align with the PPE issue register, indicating consistencies in PPE record management and tracking.
2.4	Providing & ensuring safe usage of standard, certified and right tools & tackles, equipment's and calibrated safety gadgets (e.g. Gas detectors) while performing the job. (Verify through Records and Site visit)	# Availability and usage of applicable and standard tools & tackles by contractor at working site	a) List of Standard, applicable Tools & Tackles not available , score – 0 marks b) List of Standard, applicable Tools & Tackles available but non-compliance observed at site, score – 10 marks c) List of 100% Standard, applicable Tools & Tackles available and no non-compliance observed score – 20 marks	20	20	List of 100% Standard, applicable Tools & Tackles and equipments available and being used at site. Evidence of periodic tool and tackle audits, monthly inspections, and the disposal of rejected items was adequately available for verification during the assessment.
		# Physical condition & legal compliance of applicable tools-tackles & equipment at working site (As applicable)	a)Legal compliance not followed and poor condition of Tools & Tackles , score – 0 marks b) 100% Legal compliance being followed and all the Tools & Tackles are defective free ,score - 20 marks	20	20	Third Party Inspection (TPI) records were available for only 55 nos of lifting tools and tackles with valid date . A complete list of 100% standard, applicable tools, tackles, and equipment is available and actively being utilized at the site.Lifting tool and tackles are used by Vendor with availability of Valid TPI .
		# Tools & Tackles based audit by contractor's supervisors (site verification)	a) Poor compliance of audits and review , score – 0 marks b) Regular audits by supervisors with specified frequency and review by vendor on monthly basis , score – 10 marks	10	10	Tool and tackle inspections are being conducted by the vendor supervisor .
2.5	Ensuring a good housekeeping free from any slip / trip / fall hazards at working sites. (Verify through site visit)	# Working sites house keeping maintained in systematic approach .Material storage area, stores area and rest sheds orderliness maintained. Free from Slip / Trip / Fall hazards.	a) Poor house keeping at site ,score – 0 marks b) 100% compliance to excellent House keeping at site , storage & contractor shed , score – 15 marks	15	15	During the site visit ,the vendor had maintained adequate housekeeping standards at the workplace. Safety posters were found to be clean and properly maintained, and adequate barricading was provided at the worksite .
		# Implementation of 1S ,2S at site.	a) Concept of 1S & 2S not followed , score – 0 marks b) Deployment of 1S & 2S at site, storage & contractor shed ,score - 15 marks	15	15	Effective implementation of 1S and 2S practices was observed at the worksite, storage areas contributing to improved workplace organization and housekeeping.
		#and approach for 5S concept at working sites . Check list developed on 5s and being followed regularly	a) Poor compliance of audits and review , score – 0 marks b) Regular audits by supervisors with specified frequency and review by vendor on monthly basis , score – 10 marks C) Concept of 5 S & Visual workplace management is deployed , score -20 marks	0	0	5S audits are being conducted as per the defined frequency, and records are available as evidence. However, the audits were not conducted effectively or in a satisfactory manner. The concept of 2S was visible at the site .
2.6	Self-Safety Initiative / Project by contractor for Safety Improvement	# System of safety improvement projects exist and known to 100% supervisors. Involvement of top management in self initiated safety projects (record of no. of suggestion received, no. of suggestion implementation, resource provision)	a) System not exist and poor engagement of top leadership ,score – 0 marks b) System exist for capturing suggestions by employees and other stake holders related to safety improvement projects & involvement of top leadership in implementation of safety improvement projects .score – 10 marks	10	10	A formal system for capturing safety improvement suggestions from employees or the involvement of top leadership in the implementation of safety improvement projects.
		# Safety improvement projects implemented at working sites	a) Less than 4 nos of safety improvement projects in a year – 0 marks b) Minimum 4 safety improvement projects implemented - 20 marks	20	20	04 safety improvement projects have been implemented by Vendor Orgnization .
		# Safety projects to improve system related gaps	a) Less than 2 nos of system related safety improvement projects in a year, score -0 marks			

			b) Minimum 2 nos. System related safety improvement project implemented , score - 10 marks	0	0	The organization has implemented one number of system-related safety improvement projects .
			c) Confirmation of Implementation of all types of safety improvement projects in field by CO /TSL representative & assessor, score -20 marks			
3.1	Contractor safety audit by thecontractors' supervisor and site safety supervisors in the field.(Verify records)	0. 0% -System does not exists	# No safety audit done			
		1. 20%-Regular self-audits not done.	# Safety audit done on adhoc basis (no audit plan, no checklist)			Self-audits are conducted by the site supervisor and safety supervisor .
		2. 40% -Audit done occasionally but no record found	# Safety audit done with no record			Safety audits are conducted regularly, and the records are being maintained accordingly.
		2. 40% -Audit done occasionally but no record found	# Safety audit done as per plan, but no record			Safety audits are conducted as per the planned schedule, and the reports are available.
		4. 80%-Regular audit done, record is in place with follow up action.	# Safety audit done as per plan, report available with CAPA	4	32	Safety audits are conducted as per the planned schedule, and the records are available for reference. CAPA was available for Severiy 3,4observation .
		5. 100%-The same points are not recurred in the next audit	# Safety audit findings are not repetitive (effectiveness of audit)			Repeated violations were found as per the available report on PPE issue .No review system was evident.
3.2	Corrective and preventive action on self-audit report specifically on 4 & 5 severity potential. (Verify records & site visit)	0. 0%: No system exists.	# No CAPA			
		1. 20%: System for identification of unsafe practices of severity 4 & 5 exists.	# CAPA covers unsafe practices of severity 4&5			A system for identifying unsafe practices of severity 4 and 5 cases exists and logged in Ensafe system .
		2. 40%: Structured review mechanism for unsafe practices of severity 4 & 5.	# Review of CAPA of unsafe practices of severity 4&5	4	24	Severity 4 and 5 unsafe practices was exists. Furthermore, no evidence was available to demonstrate that Top Management (the Proprietor and Site In-charge) periodically reviews audit findings, CAPA status, and critical safety issues. CAPA initiation or implementation was found for severity 3,4observation.
		3. 60%: Systematic process of correction of all unsafe practices of severity 3, 4 & 5 exists.	# Systematic process of correction of all unsafe practices of severity 3, 4 & 5 exists.			A systematic process exists for identifying and correcting unsafe practices of severity levels 3, 4, and 5, and compliance with the defined process is ensured.
		4. 80%-There is no unsafe practice of severity 4 & 5 observed during filed visit.	# No unsafe practice of severity 4 & 5 observed by auditor during filed visit at the time of assessment.			During the field visit conducted as part of the assessment, did not observe any unsafe practices of severity levels 4 and 5.
		5. 100%-Procedure violations of severity 3 does not exists	# Procedure violations of severity 3 does not exists			
3.3	Compliance to Generic and Specific Safety clauses as per contract. (Verify through site visit and Interview based on some Work order).	0- 0%- Basic deviation of PPE observed	# Basic deviation of PPE observed			Basic deviation of PPEs are not observed at site.
		1- 20%-Generic safety clauses have been followed	# Generic safety clauses have been followed			Generic safety clauses, such as the requirement for all site employees to wear PPE, have been followed by the vendor.
		2- 40%-Specific safety clauses with reference to hierarchy of hazard control is followed	# Specific safety clauses with reference to hierarchy of hazard control is followed			Specific safety clauses, referring to the hierarchy of hazard controls, are being followed.
		3- 60%-Safety violation with respect to workforce capability does not exists	# Safety violation with respect to workforce capability does not exists	4	24	Safety violation with respect to workforce capability was not evident during site visit . No unsafe practice classified as Severity Level 4 was observed during the site visit.
		4- 80%-Infrastructure resources tools & tackles are provided with right quality	# Infrastructure resources tools & tackles are provided with right quality			Infrastructure resources, tools, and tackles are provided by TSL department in accordance with the jobs being conducted, as evidenced during the site visit.
		5- 100%-Process of doing job has been standardized and followed and learning and integration approach is visible	# Process of doing job has been standardized and followed and learning and integration approach is visible			Evidence was available to demonstrate that work processes have been standardized and consistently followed. Furthermore, a structured mechanism for capturing, integrating, and implementing learnings from past experiences, incidents, or best practices was not evident during the assessment.
4.1	Reporting, investigation and learning of all incident / accident, Health issue.	0- No system of reporting incident and	# No system of reporting incident and health issues			
		1- Adhoc and weak system available	# Adhoc and weak system available			A system for reporting incidents, accidents, and health issues is in place.
		2- A documented procedure for reporting of incidences exists and followed and investigation carried out	# A documented procedure for reporting of incidences exists and followed and investigation carried out			A documented procedure for incident/accident reporting and health issues is adequate .
		3- Reporting and investigations done systematically and root causes are identified	# Reporting and investigations done systematically and root causes are identified	5	40	No first-aid cases, incidents, or health issues have occurred to date.
		4- Recommendations are implemented and learning shared	# Recommendations are implemented and learning shared			Recommendations have been implemented, and learnings have been shared
		5- Learning from other incidents shared and implemented	# Learning from other incidents shared and implemented			Although learnings from other nearmiss incidents are shared and implemented, the process is carried out . structured system or documented mechanism was available to ensure systematic communication, implementation, and tracking of incident learnings.

	4.2	Near miss and Unsafe act / condition reporting, investigation and corrective action.	0- No system of reporting incident and health issues	# No system of reporting near miss & unsafe act/ condition	2	16	
			1- Adhoc and weak system available	# Adhoc and weak system available			A system for reporting near misses and unsafe acts/conditions is in place.
			2- A documented procedure for reporting of Near miss exists and followed and investigation carried out	# A documented procedure for reporting of Near miss exists and followed and investigation carried out			A documented procedure for Near Miss and Unsafe Acts/Unsafe Conditions is outlined in the manual, including the relevant reporting formats.
			3- Reporting and investigations done systematically and root causes are identified	# Reporting and investigations done systematically and root causes are identified			Nearmiss reporting and investigation records were available, however, the process was carried out in a systematic manner, and evidence of thorough root cause analysis was not consistently available for verification. The EnSafe reference number was recorde on the near-miss reporting format, and all the near-miss case was not logged in the designated tracking system. A total of 17 near-miss incidents were reported, and corresponding CAPA records are not available approching why why analysis .
			4- Recommendations are implemented and learning shared	# Recommendations are implemented and learning shared			Recommendations arising from incidents are not implemented .
			5- Learning from other near miss shared and implemented	# Learning from other near miss shared and implemented			Evidence was found that lessons learned from other near-miss incidents had been shared with employees and appropriate actions were implemented.
4.Performance Measure : Lead indicator	4.3	Skill retention, amenities, employees liability etc. (Verify through records and Interview)	0- No system. No amenities and high skilled employees turnover	# No system of skill retention # No amenities provided # High employee turnover	3	24	System of skill retention are mentioned in manual. High skilled employee(s) turnover evident , time wise insentive
			1- Amenities provided and it is of minimum requirement	# Amenities provided is of minimum requirement			Basic amenities are provided by TSL and maintained by the agency. In addition, the vendor provides transportation and accommodation (room) facilities for its employees.
			2- Employees are motivated and remain with the organization	# Employees are motivated to remain in the organization			An employee motivational program was documented . Employees are generally motivated to remain in the organization. No of high skilled employees left the company in current.
			3- Employees grievances are recorded and individual consideration is given	# Employee grievance are recorded and considered for action			Employee Grievance record available. Employee grievances are being addressed, however, the grievance recording process is maintained . No formal forum or documented mechanism for receiving, recording, and tracking employee grievances was available for verification during the assessment.
			4- No grievances from employee and amenities are provided considering hygiene and workplace environment	# No grievance from employees on amenities provided, hygiene and workplace environment			Employee grievances related to amenities, hygiene, and the workplace environment have not been reported, however, the number of grievances reported appears to be inadequate.
			5- A feedback system exists for capturing employees engagement and retention	# Feedback system exists to capture employee suggestion, engagement and retention			A feedback systemis not available to capture employees' suggestions, engagement, and retention .
	4.4	Campaign e.g. (Safety quiz, Safety skid etc.) to develop Safety Culture. (Verify through records and Interview)	0- No system for safety campaign	# No safety campaign	2	16	
			1- It is done haphazardly	# Adhoc safety campaign			
			2- Done systematically and involvement of employees are there	# Safety campaign done systematically (record is must)			Documented system of safety campaign mentioned in manual and declaring the theme. Safety campaigns are not done as per the declared themes. Reports available with photographs. Employees involvement in campaign seen as attendance sheet and photographs. The plan for the safety skid is not available, and the safety skid exercise has not been conducted. Campaign specific safety quiz not conducted for the employees .
			3- A monthly or annual plan is available and campaigns are conducted as per theme	# Plan for campaign available with theme			Annual / Monthly Safety Campaign plan cum calendar with theme available. Safety campaigns are not conducted as per the declared plan. 1. NFS safety campaign 2. Beat The heat safety campaign 3. Road Safety safety campaign 4. STF safety campaign 5. World Environment day safety campaign Additional campaigns (Incident based campaign) are not conducted by the vendor.
			4- Ownership of campaign are fixed and topic based are conducted	# Responsibility of campaign are defined and topic based campaign are conducted			Responsibility / ownership of respective safety campaigns are defined and mentioned in manual. Topic-based safety campaigns were conducted, however, the declared themes, objectives, and expected outcomes were documented .
			5- Campaigns are linked to past incidents and based on learning	# Campaigns are linked to past incidents and based on learning (record/evidence)			Past incident based campaigns are not planned as per declared themes. Past incident based campaign are not conducted based on learning. evidence found .
	4.5	Reward, Recognition and Consequence	0- No system	# No system			

		Management System of Contractor. (Verify through records)	1- Ad hoc system available	# Ahhoc system			
			2- There is criteria and documented procedure for both	# Defined criteria & documented procedure			Documented procedure of Reward, Recognition and Consequence Management System mentioned in manual with defined criteria.
			3- System is followed and applied to identify good and bad performer	# Mechanism of bad & good performer exist (shall be transparent and shall be known to employees)	3	24	Consequence Management System known to employees, verify by discussing with workers during site visit. Mechanism to find out bad performer exist and known to employees. Safety Memo / Warning letter issued against safety violations Date- 22.06.2026 Mr. Babuli Rout Warning letter issued against PPE violations Transparent mechanism to find out good performer exist and known to employees. Safety Rewards given to selected employee's on Best safety Performance, etc. 1. Date -23.06.2026 Mr. Gyanaranjan Muni Reward - Best performance, Program, Mass meeting. 2. Date -28.04.2026 Mr.Babuli Rout - Reward - Best performance, Program, Mass meeting.
			4- PDCA is followed and learning and integration approach visible and reduction in unsafe acts and practices	# PDCA is followed and learning and integration approach visible and reduction in unsafe acts and practices			PDCA is followed systematically. Reduction in Unsafe Act and Practices not visible as repeated safety violations evident.
			5- There is positive impact among contract employees and they are highly motivated	# Positive impact amongst employees and they are motivated			Employees are not motivated and positive impact not evident among the contractor employees since reduction rate of Unsafe Act and Practices in audit reports not effective.
5.Performance measure: Lag indicators applicable for the Location itself (Previous Financial	5.1	Zero Lost time /serious injury or permanent disability	0-60	# No LTI/Serious injury/ permanent disablement incident	60	60	No LTI/Serious injury/ permanent disablement incident evident.
			>/=1-0	# 1 or more LTI/Serious injury/ permanent disablement incident			
	5.2	Zero First aid case	0-40 Score	# No first aid incident	40	40	No first aid incident evident.
			1 or more-0 score	# 1 or more first aid incident			
	5.3	Non-Injury Incidents (e.g. Property Damage)	0-10 score	# No property damage case	10	10	No property damage case evident.
			1or more-0 score	# 1 or more property damage case			
	5.4	Safety violation of fatal potential of severity 4&5 (reference contractor safety audit system)	0 - 20	# No fatal potential violation of severity 4 & 5 violation.	20	0	Two numbers of fatal potential violation of severity 4 & 5 violations evident.
			>=1 - 0	# Fatal potential violation of severity 4 & 5 violation are more than or equal to 1.			
	5.5	Safety noncompliance cost recovery / Penalty imposed / Job stopped.	0-20 score	# No cost recovery violation evident	20	0	One cost recovery violation evident .
			1-0 score	# 1 or more cost recovery violation evident			
	5.6	Fatality of contractor employee	0 : 0 score	# No fatality, zero score will be awarded, i.e. no deduction of marks	0	0	No fatality.
			Fatality : 1 a) Responsible b) Not Responsible	# If vendor is responsible -100 score will be awarded.i.e 100 marks will be deducted from total score # If vendor not responsible, marks will not be deducted.			

					Score obtained	665
	1	Self assessment done by vendor	:Yes / No	**Yes**		
	2	Verified by CO / Mentor :	:Yes / No	**Yes**		
	3	Report (1 &2) seen by Third party agency during assessment	:Yes / No	**Yes**		

Annexure # A
CSM Star rating assessment key findings and feedback form

(A) Key Audit findings:

-> Campaign to be done on past incident and as per plan.
-> TBT record to be maintained properly as employee raised action points to be out line.
-> Valuable training feedback to collect from employee after training for continual improvement.
-> CAPA to be done as per why why analysis of all nearmiss/incident

(B) Feedback by CO (TSL employee) and Vendor :
a) Are the auditors following Scope of assessment?
Ans: Yes / No
b) Behavior of Auditor?
Ans: Good / Satisfactory ✓
c)Field visit conducted by the Auditor?
Ans: Yes / no
d)Have you understood Auditor's inputs?
Ans: Yes / No
e) Any suggestion on assessment process of auditors?
Ans: Excellent audit But
(C) Contract Owner (TSL employee - Name & signature): Mahafma Singh (911135)
Email id mahafma.singh@tatasteel.com Mobile number: 7077758667

(D) Vendor code: GOTS Organization name: Banamali Maity

Email id sriivenmedgeng@gmail.com Mobile number: 7735669917
(E) Name of the person and signature:

Assessor Name and signature: Santiadatta Pradhan

Audit Date 08.11.2020.....Time 2:30 PM ....Location Project office E&R

Note: If you have any concern regarding audit process and auditor, feel free to contact **Central CSM team** or write a mail to **officeofheadcontractor.safety@tatasteel.com** within 24 hrs form the day of audit.

	Clause 1	Clause 2	Clause 3	Clause 4	Clause 5		
Scored in criteria	5	18	3	5	6		37
Total No. of Criteria	5	18	3	5	6		37
Score	150	205	80	120	110		665
	60.00%	68.33%	80.00%	60.00%	73.33%		665
						% Score	100%