








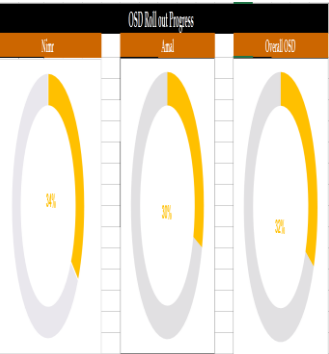

Ihtimam Pre-Implementation SOP

† Number of People Involved __3__



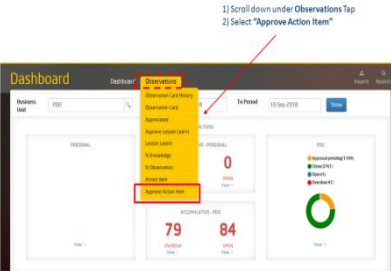
🕒 Target Cycle Time _69 working days____

Special Requirements	Procedure Overview	Instructions and Explanations	Key Point Images
<p>Special Requirement</p> <p>1. Kick off meeting must be conducted with the most senior person in the company (CEO/Director)</p> <p>2. Ihtimam Awareness slides</p>  <p>Introduction To IHTIMAM.pdf</p> <p>G:\N_MSE1\03 Projects\MSE11\11\01-Ihtimam\Templates for new contractors</p>	<p>1- Receive Request and Kick off meeting</p> <p>Cycle Time: 5 working days</p> 	<p>1.1 MSE11 to receive a nomination forms by email from contractor/directorate focal point to roll out Ihtimam. MSE11 to respond to the request within 3 working days.</p> <p>1.2 Kick off meeting with PDO Director/MSE11/Director -1 /HSE team lead/Contract holder and contractor company equivalent. MSE11 to arrange the meeting and present Ihtimam awareness slides</p>	
<p>Special Requirement</p> <p>1- Roles and responsibilities</p>  <p>IHTIMAM Roles Responsibilities</p> <p>2- Trainer criteria</p>  <p>Guideline for the selection of...</p> <p>3- All other files under the link</p> <p>G:\N_MSE1\03 Projects\MSE11\11\01-Ihtimam\Templates for new contractors</p>	<p>2- Identify focal points and define roles and responsibilities</p> <p>Cycle Time: 5 working days</p> 	<p>2.1 PDO Director /contractor CEO select senior focal points within their organization.</p> <p>2.2 Agree on the set roles and responsibilities</p> <p>2.3 MSE11 to develop Steering committee, weekly meeting, agree on Term of Reference (TOR), discuss implementation steps and actions.</p>	

Document Owner Ghafri, Saif MSE11	Version (Revision) 1.1	Effective Date 10/12/2019	Approval Hatmi, Nasser MSE1	Document Location G:\N_MSE1\03 Projects\MSE11\11\01- Ihtimam Behaviour Based Safety System\01-Ihtimam\SOP	Page 1 of 4
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<p>Special Requirement</p> <p>1- The focal point should arrange the video set up</p>	<p>3 – Engagement with site crew and familiarize with company gaps</p> <p>Cycle Time: 14 working days</p> <p style="text-align: center;">↓</p>	<p>3.1 MSE11 to share the Engagement video with site crew.</p> <p>3.2 Conduct skype engagement with the crew.</p>	 <p>Figure 1 MSE 11 team engaging with the crew</p>		
<p>Special Requirement</p> <p>1- Master Data sheet Template</p>  <p>Master Data Sheet Templates.xls...</p> <p>G:\N_MSE1\03 Projects\MSE11\11\01-Ihtimam\Templates for new contractors</p>	<p>4 – Completion of Master Data Sheet</p> <p>Cycle Time: 15 working days</p> <p style="text-align: center;">↓</p>	<p>4.1 Contractor to begin populating master data sheet provided by MSE11. Should include Master BU, Implementation plan and training Schedule</p>	 <p>Figure 2 Roll out progress from Master datasheet</p>		
<p>Special Requirement</p> <ul style="list-style-type: none"> - MSE11 team ensure ICB manual to be up to date - Workshop to be booked in advance - ICB Guideline  <p>Hand Out 4 ICB guide.ppt</p>	<p>5 - Conduct Identify Critical Behaviors (ICB)</p> <p>Cycle Time: 20 working days</p> <p style="text-align: center;">↓</p>	<p>5.1 ICB to be conducted by MSE11 + contractor focal points by reviewing the incidents data, near misses and previous BBS data. This data to be provided by the contractor</p> <p>5.2 Once draft is done, before the translation, a workshop need to be conducted with frontline staff</p> <p>5.3 Once ICB is finalised, translate the ICB to Arabic. Contractor to translate their ICB</p> <p>5.4 Contractor to provide the list of other behaviours. MSE11 to review</p> <p>5.5 Contractors are responsible to print their cards</p>			
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Ihtimam Pre-Implementation SOP

<p>G:\N MSE1\03 Projects\MSE11\11\01-Ihtimam\Templates for new contractors</p>			
<p>Special Requirement</p> <p>1- Completion of the Master Data sheet and ICB</p>	<p>6- Upload on database and print Observation card</p> <p>Cycle Time: 10 working days</p> 	<p>6.1 MSE11 to upload on database:3 days</p> <p>A. Contractors employee directory and company name</p> <p>B. Observation cards, behaviours and other behaviours</p> <p>C. Locations</p> <p>D. Provide roles within system (HSE manager verifier, admin, default users)</p> <p>6.2 Contractor to print their own observation cards (7 days)</p>	 <p>Figure 3 Observation card</p>  <p>Figure 4 Ihtimam Database</p>

<p>Pre-Checks</p> <p>Things to Do Before Starting the Process</p>	<p>Key Point Images</p>
<ul style="list-style-type: none"> <input type="checkbox"/> Obtain CEO/Director approval to roll out Ihtimam in their company after the kick off meeting <input type="checkbox"/> implementation start date begins after the selection of the focal point of the contractor <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 	

Ihtimam Pre-Implementation SOP

 Tools and Materials Things You Need Before Starting the Process	Step	Key Point Images
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
 People Who Is Required to Be Notified	Key Point Images	
<input type="checkbox"/> Everyone in the organization, CEO/Director to circulate email to their staff about rolling out Ihtimam <input type="checkbox"/> PDO contract holders <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
 Key Learnings; Performance Points  What Have We Learned That We Should Share	Key Point Images	
<ul style="list-style-type: none"> • • 		