Onboarding Process Flow & Approval Gates

Gate rule: High-risk work must also meet PTW/critical-control verification requirements (per CMP).

1) Identification & Selection

START: Contractor needs identified and scope defined by Procurement / Contract Owner

STEP 1: Contractor pre-qualification initiated (Annex A)

GATE 1: Pre-Qualification Outcome –
- Approved
- Conditional
- Not approved

STEP 2: Contractor category confirmed (Long-term / Short-term / Ad-hoc) + deliverables scoped accordingly

GATE 2: Category & Deliverables Approved
- Contract Owner
- HSE Management

STEP 3: Legal / Registration / Insurance Verification as required by CMP

GATE 3: Legal Compliance Verified?
- Approved
- Conditional
- Not approved

2) Pre-mobilisation Approval

STEP 4: HSE Plan + supporting management documentation submitted and reviewed (scope-based)

GATE 4: HSE Plan Approved in Writing
- Contract Owner
- HSE Management

STEP 5: Risk controls ready Baseline RA/JHA + SOP/SWI linkage + PTW readiness + critical controls

GATE 5: Risk Package Verified?
- Approved
- Conditional
- Rework

STEP 6: People Readiness Induction + task training + competency Verification + medical fitness (if required), SHED Training, HRCA Training

GATE 6: HR Screening/Competence Verified?
- Approved
- Conditional
- Not approved

3) Mobilise & Work Start

STEP 7: Systems readiness + KPI Reporting + Local Content Compliance

Touch Point: Commercial Kickoff/ Mobilization Readiness
- Contract Owner
- OPS
- Procurement

GATE 7: Local Content Confirmation
- Procurement
- Contract owner

GATE 8: Mobilization Approval Issued
Site access enabled

STEP 8: Mobilize to site Access control + work-front orientation + plant/equipment checks + PTW Authorizations/Training

GATE 9: Work Start Approved at Work Front
Pre-start / Take-5 / JHA / PTW / CCV

4) Ongoing / Change / Close-out

STEP 9: Ongoing monitoring KPI Monitoring + Incident Reporting + Audits + CAPA Closeouts

TRIGGER: Change Management
Scope/method/crew/ equipment change = re-validate onboarding

STEP 10: Offboarding / close-out Demobilise + close actions + final HSE file + performance review

END: Contract closed
Contractor removed from site roster

Gate outcomes: Approved = proceed | Conditional = proceed with documented conditions | Not Approved/Rework = correct & resubmit