|  |
| --- |
| **PREQUALIFICATION QUESTIONNAIRE** |
|  |
| Ref. No.: | AKSO-STJ-EOI-2023-006 | Goods/Services Title: | Welding Execution, Fabrication and Craft Labour |
|  |
|  | **THIS QUESTIONNAIRE IS TO BE COMPLETED BY VENDORS WHO ARE INTERESTED IN SUPPLYING EQUIPMENT, MATERIALS, AND/OR SERVICES TO AKER SOLUTIONS. THE INFORMATION PROVIDED IS STRICTLY CONFIDENTIAL AND SOLELY FOR THE USE OF AKER SOLUTIONS.** |  |
| **COMPLETED QUESTIONNAIRE MUST BE SENT TO THE FOLLOWING EMAIL ADDRESS:** **Subcontracts.STJ.Department@akersolutions.com****FOR ALL QUERIES RELATING TO THIS EOI/PREQUALIFICATION, PLEASE CONTACT:**Aker Solutions Canada Inc.Suite 511, 215 Water StreetSt. John’s, NL A1C 6C9.Attention: Renee Payne Phone: (709) 757-3245Email: renee.payne@akersolutions.com |
| Suppliers’ Company Name: |       |  |
|  |
|  |  | **The signatory of this Questionnaire guarantees the trust and accuracy of all responses given herein and is an authorized officer or agent of the company.****Information submitted and completed by:** |  |  |
|  |  |       |  |  |
|  |  | Name (Please Print) |  |  |
|  |  |       |  |  |
|  |  | Title |  |  |
|  |  |       |  |  |
|  |  | Signature |  |  |
|  |  |       |  |  |
|  |  | Date |  |  |
|  |

Table of Contents

[General Instructions 3](#_Toc140737755)

[Submission Requirements 3](#_Toc140737756)

[1. Supplier Company Information 3](#_Toc140737757)

[2. Subcontracting 3](#_Toc140737758)

[3. Current Organizational Structure 3](#_Toc140737759)

[4. Facilities & Infrastructure 3](#_Toc140737760)

[5. Capabilities/Methodology Statement 4](#_Toc140737761)

[6. Supplier Health Safety Security Environment (HSSE) Requirements 4](#_Toc140737762)

[7. Quality Requirements 5](#_Toc140737763)

[8. Technical Requirements 6](#_Toc140737764)

[9. Canada-Newfoundland and Labrador Benefits Compliance 8](#_Toc140737765)

|  |
| --- |
| General Instructions |

To effectively assess your company, Aker Solutions require that this questionnaire be filled out as it applies to your firm. Prequalification will be based on your company meeting our expectations for the goods and/or services to be supplied.

|  |
| --- |
| Submission Requirements |

**Submission Requirements**

Suppliers must electronically submit all requested documentation with the **Title and Reference** number of the Services for which they would like to be considered.

Suppliers are required to submit their pre-qualification response in the following format and the exact order as shown:

|  |
| --- |
| 1. Supplier **Company Information** |

|  |  |  |
| --- | --- | --- |
|  | **Supplier Company Name:** |       |
|  | Street/Mailing Address of Office completing this Questionnaire |
|  |       |
|  | City: |       | Province: |       |
|  | Postal Code: |       |
|  | Telephone: |       | Fax: |       |
|  | Key Contact |  |

* Please supply a Certificate of Incorporation

|  |
| --- |
| 2. Subcontracting |

Please provide a list of any associated work that you would typically subcontract to another supplier (s) to complete the scope of services above.

|  |
| --- |
| 3. Current Organizational Structure |

Please provide a current Organization Chart for your company, indicating, but not limited to, management personnel and reporting relationships. Please also identify where this organization’s management personnel are located. Please ensure the organization chart indicates personnel (including names) who would be supporting the scope of work. Please also identify where these individuals are located geographically.

|  |
| --- |
| 4. Facilities & Infrastructure |

Please describe the facilities & infrastructure which your company would utilize in the provision of the subject services, if applicable. Please clarify whether the facilities & infrastructure which you are describing are currently occupied and utilized by your company. Please provide photographs/drawings as appropriate. Please provide details of your current fully functioning fabrication facility capable of supporting this scope of work including but not limited to the floor plan, O/H crane, jib crane, welding capabilities and welding equipment onsite, current work on hand, laydown yard (with site plan), current craft employed at facility, storage and offloading facility, security, etc.

|  |
| --- |
| 5. Capabilities/Methodology Statement |

Please provide an overview of your company’s capabilities/methodology. In addition, please ensure that you describe your company’s specific capabilities as they relate to the subject services being requested.

|  |
| --- |
| 6. Supplier Health Safety Security Environment (HSSE) Requirements  |

**READ CAREFULLY AND ANSWER COMPLETELY**

Supplier shall have a documented, implemented, and auditable HSSE Management System according to applicable laws and regulations where the WORK is performed. SUPPLIER’s management systems shall be equivalent to or exceed; ISO 14001, ISO 45001, and OSHAS 18001. The requirement outlined in referenced Aker Solutions’ document *SC-24001-W01-000-EN, Supplier HSSE Requirements (*attached in **Exhibit J – HSSE Requirements***)*, shall be implemented by BIDDER and towards all sub-suppliers used in the performance of the WORK.

Supplier shall enclose responses to the following questions below with their pre-qualification questionnaire submission:

1. Provide HSSE performance statistics for each of the previous three years (current year to date and previous two calendar years) including:

|  |  |  |  |
| --- | --- | --- | --- |
| **Performance Statistic** | **Current Year** | **Previous Year 1** | **Previous Year 2** |
| Lost Time Injury Frequency (based on 200,00 hrs.) |  |  |  |
| Total Recordable Incident Frequency (based on 200,00 hrs.) |  |  |  |
| # of Exposure Hours |  |  |  |
| # of Fatalities |  |  |  |
| # of Lost Time Incidents |  |  |  |
| # of Restricted/Modified Work Incidents |  |  |  |
| # of Medical Aid Incidents |  |  |  |
| # of First Aid Incidents |  |  |  |
| # of Environmental Incidents (Spill, Loss of Containment) |  |  |  |
| # of Directives given by the Occupational and Health Branch of the Government of Newfoundland and Labrador (Please provide summary if applicable)  |  |  |  |

1. Provide a copy of the Table of Contents or list of your current HSSE Manual/Management System documents that meet the requirements of and provide evidence of compliance with **SC-24001-W01-000-EN Supplier HSSE Requirements attached in Exhibit J – HSSE Requirements**, including:

|  |  |
| --- | --- |
| **Requirement as per *SC-24001-W01-000-EN Supplier HSSE Requirements*** | **Included in Response?** |
| Documented Health and Safety Management System |  □  |
| Stop Work Process, including training, involvement by subcontractors | □ |
| Behavior-Based Safety Program | □ |
| HSSE Policy | □ |
| HSSE Goals and Objectives | □ |
| HSSE Activity Plans  | □ |
| HSSE Communication Process, including pre-shift, TBT, periodic meetings, inductions, posters, safety delegate meetings | □ |
| HSSE Consultation Process | □ |
| HSSE in Organizational Charts | □ |
| Qualified HSSE Personnel | □ |
| Proactive Risk Management System | □ |
| Risk Management System Follows Internationally Recognized Practices | □ |
| A Risk Management System Ensures Hazards are Recognized, Evaluated, and Controlled (HREC) | □ |
| Use of Hierarchy of Controls | □ |
| Risk in Design Processes Used | □ |
| Routine Task Specific Risk Assessments Used (JSA, FLHA) | □ |
| Non-Routine Task Specific Risk Assessments Used (PTW) | □ |
| Management of Change Process | □ |
| Communication and Management of High Risks in Projects | □ |
| Toolbox Talks/Pre-Shift Meetings | □ |
| Incident Reporting, Investigation, and Follow-Up System | □ |
| Incident Risk Classification Matrix Used | □ |
| Monthly HSSE Performance Reporting  | □ |
| HSSE Internal Auditing Process, including subcontractor audits, improvement plans, competent auditors | □ |
| HSSE Inspection Process | □ |
| System to Track the Management of Findings | □ |
| System to Manage Health Risks | □ |
| Risk-Based Fit for Work Process | □ |
| Policy on Prohibited Substances and Drug & Alcohol Abuse | □ |
| Business Integrity & Ethics Policy/Process | □ |
| Environmental Management System | □ |
| Chemical Management System | □ |
| Security Management System including Safeguarding Physical Assets, Personnel, and Information | □ |
| Subcontractor Management System | □ |
| Training and Competence System | □ |
| Training and Competency Matrix | □ |
| Worksite-Specific Inductions | □ |
| Emergency Preparedness and Response Plan | □ |

|  |
| --- |
| 7. Quality Requirements |

Suppliers are to complete the questions below as part of your technical submission.  Answers to these questions can be submitted as an attachment to the questionnaire.  Suppliers should note that **all questions** must be answered, and appropriate documentation supplied.

Supplier shall enclose responses to the following questions:

1. If ISO 9001 certified provide a copy of the certification, otherwise provide the Quality Manual index.
2. Provide a copy of the following critical processes.
	* 1. Control of Non-conforming Product
		2. Control of Documents and Records
		3. Management of Change
		4. Training and Competency
		5. Sub-supplier qualification and management system process
3. Provide a copy of the previous 24 months' nonconformance statistics. This should include internal NCRs (issued by vendors themselves), external NCRs (issued to vendors by regulatory agencies, clients, etc.), and NCRs issued by vendors to sub-suppliers.
4. What initiatives are taken to continuously improve the effectiveness of the quality management system?
5. Provide an annual audit schedule (internal and third party) including those audits and the number of findings.
6. Provide sample reports indicative of those which will be submitted both throughout scope execution and final reporting.

|  |
| --- |
| 8. Technical Requirements |

Suppliers are to complete the questions below as part of your technical submission.  Answers to these questions can be submitted as an attachment to the questionnaire.  Suppliers should note that **all questions** must be answered, and appropriate documentation supplied.

| **No.** | **Technical Questions** |
| --- | --- |
| 1. | All fabricators and sub-contractors shall be certified by the CWB by the requirements of ASME IX, (piping and BPVC scopes) and CSA W47.1, Division 1 or 2 (structural scopes), including an endorsement for welding of offshore steel structures by CSA W59 Annex U, or an equivalent standard approved by the Company.Companies qualified according to ISO 3834-1, ISO 3834-2, and ISO 14731 may be considered for evaluation of equivalence with Division 1, and those qualified to ISO 3834-1, ISO 3834-3, ISO 3834-4 and ISO 14731 for equivalence with Divisions 2 and 3. Any proposed equivalent standard shall as a minimum meet the requirements of CSA ISO 19902.Please list the fabricator's certifications/qualifications.  |
| 2. | Fabricator to confirm that all welders and welding operators are qualified by ASME Section IX for pipe welding and by CWB by CSA W47.1 and CSA W59 Annex U for structural welding (alternatively, provide a proposed equivalent standard that as a minimum meets the requirements of CSA ISO 19902).  |
| 3. | Confirm that all Welding Supervisors meet the requirements of CSA W47.1 or the proposed equivalent.  |
| 4. | Confirm that all Welding Inspectors are qualified by the requirements of CSA W178.2 or proposed equivalent. (Note for steelwork requiring a Division 1 welding company, at least one inspector shall be qualified to Level III as per CSA W178.2 or Company accepted equivalent).  |
| 5. | Does the fabricator employ 3rd Party NDE contractors certified to CAN/CGSB-48.9712 / ISO 9712?  |
| 6. | Welding scopes may include but are not limited to, welding of the following materials: low-temperature carbon steel, 316 stainless steel, 22Cr duplex stainless steel, 25Cr duplex stainless steel, 6Mo, Inconel 625, and Titanium. Also, structural steel welding will include but is not limited to, welding of normal-strength structural steels, high-strength structural steels (including up to 460MPa yield), steels tested in the through-thickness direction (up to 120mm), steels with low-temperature Charpy V-notch testing requirements, etc. Piping and/or Structural welding scopes may also involve a combination(s) of dissimilar materials.Does the fabricator have the capability of welding all the materials listed above? If not, please list exclusions. |
| 7. | Pipe welding shall be by ASME B31.3, ASME IX, and applicable Client Specifications. Structural welding shall be by CSA W59.18 Annex U, CSA W47.1, CSA ISO 19902, and applicable Client Specifications.  Structural steel welding will include but is not limited to, welding of normal-strength structural steels, high-strength structural steels (including up to 460MPa yield), steels tested in the through-thickness direction (up to 120mm), steels with low-temperature Charpy V-notch testing requirements, etc.All weld procedures are required to be certified by a recognized third party acceptable to Aker Solutions and the Client. Does the interested fabricator have weld procedures already qualified by applicable Client fabrication specifications? If so, please provide a summary of existing weld procedures and their range of qualifications.  |
| 8. | Does the fabricator have an established lab contract for (destructive & non-destructive) mechanical testing requirements for welding qualification/training and weld procedure qualifications parameters development? |
| 9. | WPS fracture mechanics, Crack Tip Opening Displacement (CTOD) testing is required within the WPS qualification for the main structural scope. Does the fabricator have experience with CTOD testing, if so please briefly describe (how many jobs, success/failure rate, etc.)? |
| 10. | Confirm that all welding and associated equipment is regularly monitored and calibrated and confirm that any equipment which does not meet the specified requirements is replaced or repaired. Briefly describe your maintenance program. |
| 11. | How many high-complexity structural and piping jobs have you completed offshore in the last 24 months?High-complexity structural jobs consist of full–penetration butt-joints welded from one side without backing or back-gouging and TKY joints.  High-complexity pipe welds consist of welding of all corrosion-resistant alloys (CRAs) and pipe welding with restricted access, in all positions. |
| 12. | Contractor to list qualified labor pool available for:* Offshore structural welding
* Offshore pipe welding
* List offshore welding supervisors.
* Electrician
* Pipe Fitter
* Millwright & Industrial Mechanic
* Instrument Technicians

Include details and specifics of multi-ticketed / multi-disciplined personnel where applicable.Provide offshore logistics plan. |
| 13. | Facilitate mockups for welder training and offshore execution certainty.* Supply facility (Shop) for all welder requirements. (Typical Station – 3mx3m with welding table etc.)
	+ Twenty structural welding booths (fully outfitted with crane access.
	+ Ten pipe welding stations for LTCS and Exotics fully outfitted with crane access.
	+ Mechanical pipe beveling equipment as required by size.
	+ NDE and the CA inclusion for welder qualifications
	+ Procedures developed and qualified for approximately 80 structural welders and 30 pipe welders for WWRP offshore execution.
	+ Supply of Coupons and training materials for all pipe and structure qualifications.
	+ Project management and oversite. (Quality, Supervision, HSE, Procurement, etc.)
 |
| 14. | Supply facility (Shop) for firewater and seawater pump mock-up. (Crane Required)* + Stage 811mm and 508mm diameter 7 m long caissons in a vertical orientation with crane access. (Scaffolders)
	+ Simulate offshore installation of both down-hole pump strings. (Mech/Elect discipline)
	+ Destruct and preserve for offshore transit. (Mech/Elect/Scaffold discipline)
 |
| 15. | Provide previous experience or examples of involvement in planned shutdowns and turnarounds for offshore operating facilities. For each example provide details on the number of trades provided sorted by discipline. |
| 16. | The volume of personnel supply will fluctuate and will be dependent on approved projects and other external factors. Please provide an overview of the process that will be used to maintain an adequate pool of resources including a **retention** strategy to ensure consistency in platform knowledge and safety culture. |
| 17. | Due to the nature of this scope, there may be requirements to share information between vendors and or other subcontractors.  This Interfacing is required to be able to effectively plan and develop the scope required to ensure successful execution of the mock-ups.  The contractor Project Manager must have experience in Interface Management and the sharing of information between technical leads, as required.  The Project Manager must help facilitate the closeout of information requests and ensure these requests are expedited promptly under the guidance of the Aker Interface Coordinator and Aker Construction Manager.  If required Aker may request the Contractor to enter ‘Interface Agreements’ with other Contractors as required. |
| 18. | Participation in Risk Assessments and HAZIDs will be required for all mock-up scopes.  The successful Contractor must have experience in participating in Risk Assessments and HAZIDs and be able to participate in the risk identification process to help identify all possible hazards or threats that are managed, mitigated, and closed promptly, as required. |
| 19. | All offshore candidates are required to have successful training completion including:Regulatory* BST
* D&A
* H2S Alive
* WHMIS
* Medical

Conditional based on trade and scope requirements.* Confined Space
* Fall Protection
* First Aid
* Etc.

Client Provided * Permit to work.
* Offshore Awareness
* Safety Plan Awareness
* Etc.

Please identify how many people in your pool of personnel meet the requirements noted above. |

|  |
| --- |
| 9. Canada-Newfoundland and Labrador Benefits Compliance |

Suppliers are required to comply with Section 45 of the Canada-Newfoundland Atlantic Accord Implementation Acts (Accord Acts) to provide a Full and Fair Opportunity to Newfoundland and Labrador and other Canadian manufacturers, contractors, consultants, and service companies to participate, on a competitive basis, in the supply of goods and services. Further, the Accords Act, requires that within this context of full and fair opportunity, First Consideration be given to goods manufactured in, and services provided from within, the Province of Newfoundland and Labrador where those goods and services are competitive.

Supplier shall enclose the following responses to the questions below:

|  |  |  |
| --- | --- | --- |
|  | **BENEFITS COMPLIANCE QUESTIONS** | **YES/NO** |
| 1 | Do you have an office in Newfoundland and Labrador? |  |
| 2 | Will this contract be managed in Newfoundland and Labrador?  |  |
| 3 | Do you agree to comply with the requirements of the Company or any governmental authority concerning benefits, to comply with all applicable guidelines of the Company, and to comply with all benefits commitments made in the contract? |   |
| 4 | Identify ownership of the company \_\_% NL \_\_% CAN \_\_% Int’l | Place %’s in left |
| 5 | Are policies and initiatives in place to promote technology transfer to local and Canadian companies? (If yes, briefly describe.) |  |
| 5 | Do you have an R&D program? (If yes, briefly describe recent R&D initiatives.) |  |
| 6 | Describe your philosophy regarding human resources planning and employment. | Provide in a short paragraph |
| 7 | Do you have a training program? (If yes, briefly describe policies and initiatives for the development and training of NL and Canadian employees.) |  |
| 8 | Does your organization have a Diversity Plan or Diversity Policy in place? (If yes, briefly describe.) |  |