

Terms of Reference:

Introduction

The STOW Implementation Board (STOW IB) has been established to allow the energy Operating Companies in both the upstream and downstream to: a) agree the minimum requirements they will use when procuring goods and services, and; b) communicate these to contractors, service companies and suppliers.

The role of the STOW IB is to govern the process by which the minimum requirements are set, communicated, implemented and assessed.

Vision Statement

To raise the level of HSSE within the contractor and service provider work force of Trinidad and Tobago by working with key stake holders including regulatory agencies.

Mission Statement

The Mission of the STOW IB is to establish minimum HSSE prequalification requirements for the signatory companies of the STOW Charter and put measures in place to ensure contractor/ service company compliance.

In support of this mission, the STOW IB is required to set up and maintain:

- a. An efficient method for review and update of the agreed HSSE Requirements.
- b. An effective process for certifying companies, sole traders and others who meet the HSSE Requirements.
- c. An effective process for accrediting Independent Assessors (individual HSSE Professionals) to carry out certifying reviews on behalf of the STOW IB.
- d. A monitoring, evaluation and reporting process that identifies gaps between the actual performance of certified companies or organisations and the expected HSSE performance, in accordance with the requirements.
- e. A monitoring, evaluation and reporting process that identifies gaps between actual performance of Independent Assessors and meeting the expected performance, in accordance with the accreditation requirements.
- f. Liaise with Ministry of Energy and Energy Industries (MOEEI), Occupational Safety & Health Agency (OHSA), Trinidad & Tobago Bureau of Standards (TTBS), Accreditation Council, National Training Agency (NTA) and other statutory agencies as appropriate.

Governance

The STOW IB will be accountable to the Energy Chamber of Trinidad and Tobago, the Association of Upstream Operators of Trinidad & Tobago (AUOTT) and the Point Lisas Energy Association (PLEA).

Roles and Responsibilities of the STOW IB

The STOW IB is:

1. The signing authority to any and all new, revised or revoked STOW HSSE Requirements that are incorporated into the STOW HSSE Guidelines.
2. The Governing Body for the STOW-TT Certification Unit which is the implementing agency for the STOW initiative.
3. Responsible for providing the Energy Industry Operating Companies with assurance that the STOW HSSE Requirements meet all of the legislative and corporate expectations of the companies.
4. Responsible for ensuring that the STOW HSSE Requirements are effectively approved and communicated to all service companies, contractors and suppliers.
5. Responsible for promoting and facilitating the improvement of HSSE performance in local businesses in the energy sector.
6. Responsible for providing public assurance that the process for certifying companies against the STOW HSSE Requirements is carried out in an unbiased manner that demonstrates integrity of the process.
7. Responsible for monitoring the performance of the STOW-TT Project Implementation Unit and reporting that performance to PLEA & AUOTT.
8. Responsible for reviewing the performance reports of Independent Assessors, conducted by the STOW-TT Project Implementation Unit.
9. Responsible for implementing a feedback process where concerns, improvements and lessons are addressed, relating to the functioning of the STOW-TT Project Implementation Unit and/or Independent Assessors.
10. Responsible for hearing and determining appeals from organisations or individuals concerning any aspect of the certification or accreditation process.
11. Responsible for ensuring that the work and progress of the STOW initiative is communicated to the energy industry, the wider private-sector, Governmental and non-governmental agencies.
12. Responsible for assuring the Energy Chamber, PLEA and AUOTT that the work of the board and the STOW-TT Project Implementation Unit is carried out in-line within the Chamber's financial guidelines.