CCMT Canada Contractor Field Requirements

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1. Introduction

The CCMT Field Requirements for Contractors provides Contractors with the requirements and expectations which Cenovus requires the Contractor to observe/perform in relation to the work and this Contract.

Cenovus may from time to time, and in its sole discretion, upon notice to Contractor, apply, vary, supplement or omit the provisions of this document.

The CCMT Site Requirements are organized as follows:

- Environmental, Health & Safety,
- Quality Requirements,
- Common Services,
- Management of Project Material,
- Project Controls Requirements,
- Site Organization, and
- Activities Required to be complete prior to Mobilization

These CCMT Field Requirements are applicable to all Cenovus CCMT awarded work scopes.

2. Environmental, Health and Safety Requirements

2.1. General

a) Contractor shall meet the requirements as stated in the Cenovus Western Canada HSE Schedule 3.3.

b) Contractor shall complete the required Cenovus Health & Safety Training.

c) Contractor shall review the Cenovus Health and Safety policies.

d) Contractor shall perform the Services in accordance with Cenovus's Safe Work Permit Processes, and Cenovus may issue "Safe Work" permits daily, or as Cenovus otherwise requires. No work shall commence until a Safe Work Permit has been issued.

e) Electronic devices (examples: cell phone / tablets) shall not be used in active work zones unless authorization via permit is given.

2.2. Contractor's Safety Personnel

a) Contractor shall provide a Health and Safety (H&S) Advisor for the duration of the work as outlined in 2.2.b below. The H&S Advisor shall have qualifications that align with the Contractor's EH&S Program. Contractor shall provide resume(s) and professionally recognized certification (Example: NCSO, OHS Diploma, CRSP, etc.) with training and competency in relevant provincial legislation for Cenovus acceptance via an RFI prior to arriving on site for any personnel not included in the Contractor's organization chart.

b) Cenovus's ratio guidelines for Contractor site personnel to H&S advisors per shift are:

- Less than 10 site personnel - 0 to 1 H&S Advisor at CCMT Management discretion
- 11 – 50 site personnel - 1 H&S Advisor required.
- 51 – 100 site personnel - 2 to 3 H&S Advisor required.
- 101 – 150 site personnel – 3 to 5 H&S Advisor required.
- 151+ site personnel – minimum of 4 H&S Advisors required.

Please note:

- This ratio is based upon total personnel onsite (includes directs & indirects).
- Above guidelines shall be adhered to regardless of scope of work, however depending on activity risk levels, deviations can be accepted. If requesting a deviation, the Contractor shall prepare and submit a risk assessment, for Cenovus review and acceptance.
- Cenovus may specify additional H&S Advisors at time of bid based upon scope risk / complexity.

2.3. Contractor's Site Orientation

Contractor to provide Contractor's Site Orientation to all personnel.

2.4. EH&S Reporting

In addition to the Cenovus Western Canada HSE Schedule 3.3 - Section 14, prior to commencing work, Contractor shall prepare and submit to Cenovus, for review and acceptance, a copy of all safe work plans and the project specific Job Hazard Assessment that has been reviewed and endorsed by relevant Contractor leadership.

2.5. Personal Protective Equipment ("PPE")

Contractor personnel shall wear PPE appropriate to the task and have the necessary PPE related training. Minimum PPE includes, but is not be limited to:

- Flame Resistant garments (NFPA 2112-2007) with reflective striping (CSA Z96-09) unless otherwise detailed in project / site orientations. If using rain gear (ASTM F2733 or F1891) on top of coveralls, must be FR rated. The only exception to these requirements is:
  - Welders & Welders helpers: In place of FR coveralls, FR bib overalls (Example: Carhart's) and FR long sleeve shirts.
- Safety toe (class A) work boots with CSA green triangle with Omega symbol. Adequate ankle support, minimum 6" in height.
- Protective eyewear (CSA Z94.3-07).
- Protective headwear (CAN/CSA-Z94.1-05) (CAN3-D230-M85).
- Note:
  i. No contact lenses are allowed in Safe Work Permitted areas.
  ii. Hooded sweatshirts (aka: "Hoodies") are not allowed in Safe Work Permitted areas or when driving on site.

2.6. Gas Detection

Personal Gas monitors to be used as detailed in site orientation and/or as task/environment require.

2.7. Spills

The Contractor shall utilize a spill prevention program to Cenovus's satisfaction to minimize the impact of spills from known or likely hazards at the Site and during work (e.g. fueling vehicles and equipment). The Contractor shall also establish an emergency response and spill cleanup plan, which shall include a standing supply of absorbent material sufficient for the largest anticipated spill.

All spills and unplanned releases are to be reported to CCMT Supervisor, regardless of size.

Contractor is responsible for their spills and cleanup of each spill regardless of where the spill occurs.

2.8. Extreme Weather

Contractor shall adhere to its own extreme weather policies. Where there is a conflict between the Contractors policies and the Cenovus policies, the more stringent policy shall apply.

- Note: Current CCMT policy for cold weather has outdoor work being shutdown when ambient temperature is below -35°C. Other work may continue based on risk (Example: work inside heated building). Duration of shutdown is based upon temperature forecast.

2.9. Hot Work

Hot work performed by the Contractor shall be in alignment with the Contractors Hot Work procedure, Cenovus Hot Work Standards, site specific processes and procedures, and Cenovus Safe Work Permit.

All personnel must be clean shaven, while performing work for CCMT.

2.10. EH&S Inspections

Contractor is expected to complete inspections of their work areas and equipment as per their program. At a minimum, one inspection per shift cycle. Cenovus may participate in inspections.
All mobile equipment (Dozers, Excavators, Cranes, EWP, etc.) shall have a documented inspection prior to arriving onsite.

2.11. Ground Disturbance

Ground disturbances performed by the Contractor shall be in alignment with the Contractors Ground Disturbance procedure, Cenovus Ground Disturbance Standard and Cenovus Ground Disturbance Checklist.

2.12. Working at Heights

Contractors performing work for CCMT on Cenovus sites must have a working at heights program established that is in alignment with Cenovus Fall protection Standard, and the requirements outlined within Cenovus Western Canada HSE Schedule 3.3 – Section 27.

In addition, Contractors program must include clear and specific details regarding:

- Dropped Object Prevention criteria that meets or exceeds Energy Safety Canada guidelines
    - Cenovus CCMT will expect a minimum of two Safeguards in place while work is performed at heights, or anytime there is a potential to have a dropped object.
    - The types of safeguards will not be prescribed by CCMT, however tool lanyards will be expected unless a supplier has determined this to be risk to their work and have a sufficient alternative control.
    - Suppliers Hazard Assessment and Risk Mitigation processes will clearly outline the risk and controls relevant to the work (Project Safety Plans; JSA's & FLHA's)
    - CCMT will conduct assurance activities to verify that safeguards in place and adequate
- Ground control zone expectations that consider potential deflection of the tools, equipment, and material relevant to the specific area and location that work is taking place
- Worker must be deemed competent in the use of fall protection systems, equipment and components used
- Suitable training meeting the requirements of jurisdictional legislation
- For the purposes of clarity, CCMT deems Energy Safety Canada – Fall Protection' program as the most suitable training course available
- Contractors may utilize other training providers so long as the course meets legislative and Cenovus criteria, and they can provide evidence to CCMT the course content meets this intent (upon request)

2.13. Training & Competency

The Contractor shall ensure their personnel arrive onsite fully trained. The following is the minimum list of required training:

- Valid Identification
- Provide evidence that each employee has met the pre-assignment A&D testing in the Cenovus Western Canada HSE Schedule 3.3 – Section 7
- Completion of the Cenovus training & orientation modules identified in the CCMT Site Access Requirement document.
- Industry Specific training (example: Ground Disturbance Level II, Confined Space Entry & Rescue, Fall Protection, Aerial Work Platform, WHMIS, etc.) – As required by scope

Contractor shall maintain a current training matrix for all personnel onsite, for the duration of the project. Contractor shall maintain a system for verifying and recording competencies of onsite personnel.

3. Quality Assurance & Quality Control (QA/QC)

3.1. General

Contractor shall meet the requirements as stated in the Cenovus Contract and the Cenovus Contractor Quality Program Requirements document

The Contractors quality program shall include all applicable controls and processes relevant to the work, generally consistent with the principles of the applicable ISO 9000 quality system, or such other systems specified by Cenovus in the Contract Release, and the Contractor shall be responsible for:

- Performing and staffing the QC program
- Providing control during all phases of the work
- Controlling procured materials, equipment and services
- Controlling special processes
- Providing dimensional control
- Providing inspection of manufacturing, fabrication and site work
- Controlling materials/equipment handling, storage and preservation (See also Section 5 – Management of Project Materials)
- Controlling documentation
- Controlling engineering changes (subject to Cenovus approval)
- Providing any documents relevant to certification and acceptance of the work
- Applying non-conformance and corrective action procedures
- Conducting an audit program
- Using, controlling and calibrating tools at the time and in the manner required by the manufacturer or in accordance with Good Industry Practice
- Providing welder qualification certificates and any other certificates or documents required by Cenovus
- Provide Inspection Test Plans (ITPs) for the work. Cenovus ITP templates shall be used unless Contractor's ITP is approved by Cenovus. The ITP shall incorporate Hold Points, Witness Points and any other review points as specified by Cenovus. The ITP shall be submitted and approved prior to commencing work.

The Contractor shall produce project deliverables that comply with all Federal, Provincial or local jurisdictional and/or code requirements as well as applicable Cenovus standards and specifications.

Contractor shall provide Cenovus, except in the case of emergency, 48 hours prior written notice of any inspection, audit, test (excluding pressure test), review of the Work, or at any location at which any Work is being conducted, including information about the type of inspection or activity, the parties and Personnel involved, and the time location and facilities required.

The Contractor shall manage any subcontractor's quality management system, by:

- Pre-qualifying subcontractor's quality management systems
- Verifying its subcontractors and suppliers maintain a documented and functional QMS to ensure the quality of their work.
- Ensuring all Subcontractors, Suppliers and Sub-suppliers produce deliverables that comply with all Federal, Provincial or local jurisdictional and/or code requirements as well as applicable Project Standards and Specifications.

Cenovus reserves the right to stop work if, in its opinion, the work does not meet the code, design or contract requirements and continuation of work is considered detrimental to the project.

Cenovus performance of its QA activities, including the review and approval of the Contractor's deliverables and control procedures, shall not relieve the Contractor of its responsibilities to comply with the requirements of the Contract Documents or the Contractor's overall responsibility for the Quality of their Work.

The Contractor shall ensure compliance with all required certification / regulatory requirements for the fabrication of any contractor supplied vendor packages, equipment, skids, buildings and modules as applicable by the scope of work including those listed below:

Pressure Envelope Items:

- For tubing the Fabricator/Contractor shall perform completion of Pressure piping data reports, AB-83 in Alberta; AB-83F, if outside Alberta or as applicable to other provincial or federal regulatory requirements i.e., T-Sask.

Buildings/Structural Steel Items:

- Fabricator/Contractor shall satisfy the need for Canadian Welding Bureau accreditation of structural steel manufacturers to meet CSA W47/W59 Code requirements
- Fabricator/Contractor shall satisfy the need for CSA materials and welding consumables
- Contractor shall perform Requirements for Alberta Building Code (ABC) Schedules or as per other jurisdictional requirements
- When identified in the contractual document, the Contract shall make applicable for any required permitting (example: Alberta Building Permits, etc.)
- Contractor shall satisfy the need for impact tested materials for -45 degrees Celsius

Electrical Items:

- Fabricator/Contractor shall satisfy the need for individual components to meet CSA (STANDATA LEG-E-CR-2) requirements
- Fabricator/Contractor shall satisfy the need for Special Inspection for assembly of components into systems to meet above STANDATA

The RM1 - Responsibility Matrix identifies the responsibility for providing NDE on the project.

- If Cenovus provides NDE:
    - Contractor is responsible for NDE testing related to welder testing when welder testing is being completed offsite. If welders are being tested onsite, then CVE will supply NDE.
    - Contractor shall submit a total to date report for welding (showing all welds and NDE completed) to CCMT on an agreed upon frequency.

        - Cenovus will typically arrange for NDE to be done 24 hours after a weld is completed.
        - The NDE reports emailed to both CVE and contractor within 24hours after the examination has taken place.
        - Contractor shall not remove Contractor's supplied scaffolding or access until NDE is complete.
    - If Contractor provides NDE:
        - The Contractor shall submit the daily results of all NDE to CCMT. The submission of these results to Cenovus shall take place no later than 24 hours after such examination has taken place.
        - A welding total shift report showing all welds completed and all NDE completed shall be submitted.
    - Cenovus reserves the right to reject any welds at its own judgement.

At any time during the execution of the contract, and at the request of Cenovus, the Contractor shall submit a project-specific Audit Plan (including a Project Audit Schedule and related procedures/practices) to Cenovus for acceptance. Contractor shall plan auditing frequency and depth to adequately assure compliance to project requirements.

- The Contractor shall inform of all internal and external project audits and shall provide a minimum of a two-week written notification to Cenovus of impending Contractor-initiated Audits.
- The Contractor shall allow Cenovus to participate in all project-specific Quality Audits (internal or external) with full access to all Contractor, Sub-Contractor, Supplier or Sub-Supplier subject matter representatives, reference material and findings during the audit. The Contractor shall provide all reports arising from Audits to Cenovus.
- The Contractor shall provide Cenovus timely and free access to all Work (materials, equipment, work sites, documents and records) for the purpose of conducting audits and daily surveillances. The Contractor shall ensure that Sub-contractors, Suppliers and Sub-suppliers also provide this right of access for Cenovus.

The Contractor shall implement a system to identify, report, track, resolve and close all deficiencies (non-conforming product and processes) detected during the execution of the project, including subcontractor's and suppliers' activities.

- The contractor shall immediately notify Cenovus of any discovered Non-Conformances.
- Contractor shall clearly identify all Non-conformances and associate them to turnover processes or commissionable systems (etc.) so as to avoid negatively impacting transfer of custody and completion of work.
- The Contractor shall not 'close' an NCR until the disposition has been accepted by Cenovus and a corrective measure commensurate with the NCR has been implemented.

3.2. Scope of Work and Specifications

Contractor shall refer to the CWP Scope of Work document and Cenovus Technical Specifications for specific QC requirements and applicable engineering specifications.

3.2.1 Hydro Testing

All recorders and gauges are to have readings in kPa.

Hydrostatic testing of ESD valves, control valves and in-line instrumentation can only be done with direction from Cenovus. If an "Engineering Assessment" giving this direction was not sent with this CWP, an RFI must be submitted requesting direction for the hydrostatic testing of these items.

Contractor shall submit full pressure test documentation as per code requirements, the specifications are as follows:

- A comprehensive summary of the test section, including pipe diameters, wall thicknesses and grades of pipe.
- Pressure/temperature charts shall show a rise of pressure from zero (0) to the test pressure and back to zero (0). This chart shall be signed by the Contractor and authorized Cenovus representative.
- A P&ID map of test limits indicating the piping tested. The section tested is to be highlighted in yellow, with red flags used to indicate the test boundaries.
- Pipeline license (if applicable).
- Calibration records of test instruments.

Contractor shall reinstate piping systems as they are completed. Reinstatement checks shall be done prior to Cenovus final walks to ensure piping system matches the IFC drawings, that valve orientations are correct and bolt-up is completed and marked as per Cenovus specifications and this SOW document.

Contractor to perform walk downs after reinstatement to make sure system matches IFC documents, prior to CVE walk down.

When water is used as the hydro test fluid all lines shall be blown dry so that there is no water pooling at low points (i.e., freeze potential).

3.2.2 Torqueing

The Contractor shall be responsible to confirm the required torque values for the materials at hand prior to torqueing. If no information exists, the Contractor shall submit an RFI requesting the appropriate bolt-torque values.

Inline instruments and any valve such as a self-centering lug and wafer style where the studs thread into the valve body may require special torque values lower than those specified in the Cenovus specifications, Contractor shall follow the manufacture recommendations and an RFI shall be submitted.

Contractor shall submit a Flange Management Program for review & acceptance of Cenovus prior to starting work. Suggested flange management program includes: Untested Joint (UTJ) identification and mapping, Visible torque markings (Value, date, installer initials, markings) on flange/studs/nuts, Torque tags, and documented records.

Gaskets are to be color coded to verify gasket type, composition and to indicate the presence of an inner ring.

3.2.3 Quality Records / Turnover Package / Jurisdictional Requirements

The Contractor shall prepare and/or maintain all Quality Records necessary to demonstrate conformance with contract requirements. Quality records shall be prepared progressively and in parallel with the progress of work. Contractor shall agree with Cenovus on the specified limits for timely submission of all construction records.

Contractor shall adhere to Cenovus Turnover Requirements

For pressure piping that is completed in Alberta the contractor shall complete the AB-83, and the AB-81. Cenovus may also complete an AB-81, however this does not relieve the contractor of their responsibility to complete an AB-81 and provide it to ABSA. If determined by Cenovus that the contractor will submit the AB-81 documents to ABSA, Contractor shall provide to Cenovus evidence of submission (i.e., email to ABSA included in turnover).

Note that Cenovus may instruct a contractor to provide an AB-81 for an entire system utilizing other contractors applicable AB-83's. Cenovus may also request that contractors identify within the AB-81 document a specific scope (i.e., EWP, CWP, project number, etc.) that the AB-81 applies too.

Note clause 3.3.12 from the AB-518 referencing “when specified by the contract” …”. By virtue of this document (CCMT Field Requirements for Contractors) being issued to a contractor the requirement for a contractor to complete the AB-81 and submit them to ABSA is hereby considered a contractual requirement.

Unless Cenovus determines to submit, for pressure piping completed in Saskatchewan the contractor shall complete the T-Sask 1002, and the T-Sask 1001 documents and provide to Cenovus evidence of submission (i.e., email to T-Sask included in turnover) of both the 1002’s and 1001 documents to T-Sask.

3.2.4 Material traceability and Identification

Contractor shall identify, segregate, control, track, and certify equipment and materials that will be incorporated into the facility, including Positive Materials Identification (PMI) for alloy materials, as required.

Contractor’s procedure for identification and traceability of materials and welding shall be submitted to Cenovus for review prior to the commencement of work. The procedure for identification shall, as applicable, define in detail how Contractor will control the identification and marking of welds and how weld history, NDE results and material placement will be managed.

Only new material shall be used in work unless expressly approved by Cenovus. All material shall be traceable to origin, heat number and composition.

4. Common Services

4.1. General

This section provides requirements for transportation, equipment, services, facilities and utilities required by the Contractor to perform the work. The term “Common Services” is used to collectively refer to these items.

4.2. Transportation

Contractor shall be responsible for transportation of all manpower, construction equipment and temporary facilities.

All Contractor and subcontractor vehicles on site must have unique identifiable markings (Example: Company Logo and Unit Number) with placement must either be on driver and passenger door, or Driver or Passenger rear door window.

Due to limited parking space, Contractors are requested to minimize the quantity of vehicles brought to site. If possible, Contractors are asked to meet at a pre-determined rendezvous point and carpool in company vehicles. Contractors shall identify within their project specific execution plan, a transportation plan to address workers travelling to site and travelling while onsite.

4.3. Equipment, Services and Facilities

Cenovus will arrange to provide the Contractor with the equipment, services and facilities as shown on RM1 – Responsibility Matrix.

Contractor is responsible for all Common Services items not indicated as Cenovus supplied.

Cenovus reserves the right to remove access to any facilities if abused by the Contractor.

4.4. Communication

Unless an internet connection is provided in a Cenovus supplied office trailer, the Contractor shall supply all communications, including but not limited to cell, satellite voice or data, and computer equipment required.

Cenovus has a private trunked radio system for Cenovus use on the Cenovus work site. At Cenovus’s discretion, Cenovus shall provide radios to Contractor’s key personnel for communications between Contractor and Cenovus. Contractor shall be responsible for all additional radios as may be required for its other personnel and that of its subcontractors.

4.5. Waste Disposal

The Contractor shall adhere to Cenovus's requirements for the disposal of all waste. Wastes shall be segregated as follows:

I. hazardous waste – ensure hazardous waste is not mixed with non-hazardous

II. recycle material – separate steel, aluminum, wood and plastic water bottles

III. domestic garbage

IV. general waste

Requirement to supply and manage waste disposal bins is shown on RM1 – Responsibility Matrix.

Daily, Contractor shall remove all domestic garbage (i.e. food waste, packaging, etc.) from their trailers to designated on site garbage bins.

Cenovus will provide waste and recycle bins for the collection of Contractor's waste at central location(s). Cenovus is responsible for ensuring such waste bins are emptied when full. The Contractor is responsible to notify Cenovus when the waste bins are close to being full.

4.6. Security

Work site Security

For majority of Cenovus work site, Cenovus will provide security services. Security services and measures are directed by Cenovus and include access to and from Cenovus work site by all Contractor and its subcontractor personnel and vehicles. All Contractor and Subcontractor personnel and others shall enter and exit the work site through the access points and each of Contractor personnel maybe required to swipe their access cards each and every time the work site is entered or exited.

Work area Security

Contractor shall maintain adequate security at all work area(s) and ensure that unauthorized persons do not enter areas where the work is being performed.

Site Visits

i. All personnel visits to the work site and any other location related to the work must be approved in writing and in advance by Cenovus, and the Contractor shall be responsible for the safety of visitors during such visits, including ensuring all visitors attend such safety orientation as may be required and wear appropriate personal protective apparel and equipment at all times.

ii. After submitting evidence of completing items above and prior to obtaining the Cenovus Access Pass with photo identification, Cenovus will check if the individual trying to access the site has not been previously banned from Cenovus property. Contractors may wish to submit a list of the names prior to assigning any employees or contractors to the project in order to ensure that individuals will not be turned away at the gate if they are currently under a Cenovus ban restriction. The contact information of the individual to send this list to will be provided prior to mobilization. Cenovus will notify the Contractor if any of names provided are banned so that these individuals are not sent to the site. All non-banned individuals will receive an Access Pass and be able to enter the site.

Cameras and camera phones

When photographs are required by the project, Contractor shall obtain a permit from Cenovus prior to the use of camera or camera phone anywhere on the Cenovus work site.

Materials and Equipment Leaving Site

All materials, tools or equipment leaving site must have a written permission from CCMT Manager or delegate.

4.7. Contractor Work Area and Cenovus Work Site Space Allocation

Contractor is responsible for the effective planning and layout of the Contractor work area. The location of office trailers, washroom facilities, portable toilets and waste bins is to be jointly agreed to by the Contractor and Cenovus.

Cenovus may allocate space on Cenovus work site to the Contractor for the following uses:

i. Laydown
ii. Temporary fabrication facilities
iii. Office, lunch rooms and tool cribs (usually near the Contractor work area)

Cenovus approval is required prior to the use of any Cenovus work site space.

4.8. Cenovus Work Site and Contractor Work Area Maintenance

Responsibility for Maintenance

- Reference RM1 – Responsibility Matrix table for dust control, grading, sanding, snow removal and dewatering responsibilities

When Cenovus is supplying the Contractor with traction aid (sand). Sand shall be delivered to the vehicle access within the Contractor's work area. Contractor's request for sand shall be directed to Cenovus's Common Service Supervisor.

Cleared snow shall be stockpiled in a location within the Cenovus work site designated by Cenovus for Cenovus' collection and disposal.

Contractor shall refer to and follow Cenovus environmental policies regarding snow and water testing prior to removal.

Contractor shall remove all surplus material and debris from the work site.

Apart from the permanently installed materials, the Contractor shall leave all its work areas (i.e. work fronts, laydown, material storage, fabrication, offices) in the same or in better condition than they were found at the beginning of the contract duration. Work area cleanup will not be considered complete until Cenovus acknowledges such completion via e-mail correspondence.

5. Management of Project Material

5.1. General

Upon completion of the work the Contractor shall:

i. Provide to Cenovus all necessary documentation for all goods, materials and equipment, including Cenovus supplies, required for the work (e.g. MRRs, MTRs, etc.) and,
ii. Prepare a final inventory and list all surplus resulting from the work and reconcile the same against its Material Control Records and include the results in a final report that the Contractor shall submit to Cenovus. Inventory list shall include the location of the material. Cenovus may direct the transfer or disposal of any surplus or scrap materials and charge any final inventory shortage identified in such report to the Contractor.

iii. Surplus material is returned to the Cenovus laydown or as agreed with Cenovus. Contractor shall coordinate with Cenovus Construction Representative for the delivery of the material.
iv. Scrap material to be handled as per section 4.6.

5.2. Management of Cenovus Supplied Materials

The Contractor is responsible for transporting Cenovus supplied material from the Cenovus laydown area to the Contractor's work area, unless otherwise stated in the Construction Work Package. The Contractor shall ensure material is protected during transportation.

The contractor is responsible to maintain and monitor Cenovus preservation expectations for the entire duration that the material is "owned" by the contractor. This is from Material Transfer from CCMT Warehouse until time of completion and turnover to CCMT.

Cenovus and contractor shall jointly agree on project materials laydown areas

During the first shift on site, the Contractor shall request material required as discussed in the Cenovus/Contractor planning meeting. The Contractor shall allow 72 hours for Cenovus to release the material.

For the remainder of the material, Contractor is responsible to formally request the material at least 72 hours before the materials are needed, and not less than 72 hours before the shift ends.

All material requests shall be sequentially numbered and sent to designated project warehouse with cc the Cenovus Representatives. Contact information will be provided during the Onboard Meeting.

No physical transfer of any Cenovus supplied materials to the Contractor shall take place without the formal, written consent of the Cenovus materials group. Such consent must be obtained for each order of materials that the Contractor desires to receive.

The Contractor shall confirm that the Cenovus supplied materials are as per the drawing BoMs and specifications. After consultation with Cenovus, any outstanding discrepancies shall be submitted via RFI.

Any Cenovus supplied materials transferred to the Contractor not used in the work will be inventoried and made known to the Cenovus Supervisor. A Cenovus supplied Surplus Material list shall be maintained. Any Cenovus supplied material not intended to be used in the work such as shipping steel, end caps and hydrotest flanges shall also be managed. The Contractor shall prepare such materials, along with all relevant documentation pertaining to such materials, for transportation.

Any Cenovus supplied materials, confirmed by the Cenovus Supervisor to be unusable, are to be disposed of as per Cenovus Supervisor direction and as per all regulatory requirements.

Contractor shall replace at the Contractor's expense any mishandled, damaged material and any material lost or stolen during transport, storage, installation or testing.

5.3. Management of Contractor Supplied Materials

Materials supplied for the work by the Contractor shall remain under the Contractor's care, custody, and control until the work associated with such materials is formally turned over to Cenovus.

Notwithstanding the Contractor's submission of any estimated quantities for any contractor-supplied materials, the Contractor shall be responsible to supply all contractor-supplied materials which are required to complete the contract scope of work (regardless whether required quantities are more or less than estimated quantities).

5.4. Special Material Handling Considerations

Pipe ends and valve openings require plastic caps (and secured with duct tape as appropriate).

Small valves shall be bagged with small hole for moisture drainage as appropriate) and secured with tie-wraps.

Large valves shall have hand wheels banded to the valve body with a single metal strap for shipping.

6. Contractor Project Controls

6.1. Contractor Project Controls Requirements

Contractor shall provide the necessary project controls application(s) and project administration personnel in order to produce timely, accurate and value-added project control information. The project control information shall provide the Contractor the capability to:

i. Plan and schedule the work (includes both direct and indirect work)
ii. Track labour, material and equipment on a daily and shift basis
iii. Provide accurate progress information based on physical percent complete
iv. Report on productivity and be able to forecast using productivity information
v. Accurately report and forecast cost and schedule variances
vi. Provide effective change management
vii. Identify and mitigate risks to cost and schedule
viii. The Contractor shall submit the proposed execution plan and schedule to Cenovus for review and approval. This is to be submitted one week after the Contract or Letter of Award is executed. Any deviations from the Tender Schedule shall be justified and submitted to Cenovus for approval.
ix. Contractor shall prepare a schedule that clearly shows the milestone dates, all work activities, sequence of operations, and manpower loading required for the orderly performance and completion of all the work.
x. The schedule shall be of sufficient detail to allow analysis at the sub discipline activity level and to show interface constraints with other disciplines. The Progress Tracking Tool activity breakdown provides the minimum level of detail.
xi. Each activity will include descriptions, durations, resource loading and all constraints and dependent activities.
xii. A Planning Meeting will be held prior to the start of work to review the Contractor's construction execution plan and schedule.
xiii. Two working days prior to each Performance meeting, or as required by Cenovus, the Contractor shall submit an updated schedule including physical percentage complete.
xiv. Contractor shall report actual manpower and manhours for each activity.
xv. The Contractor shall submit a two week look-ahead prior to the start of each shift. The look-ahead shall be based on the level of detail provided in Progress Tracking Tool, or as otherwise agreed upon between the Contractor and Cenovus. The manpower for each activity shall be given for each day. Indirect personnel manpower shall also be provided for each day. When approximately 80% of the contract's direct work has been completed, or as otherwise requested by Cenovus, the Contractor shall include activities associated with the turnover effort in the two shift look-ahead.

Track labour, material and equipment on a daily and shift basis

i. Submit daily manpower counts to the Cenovus Representative by 8:00AM or as otherwise directed by Cenovus.
ii. Contractor's project controls application shall keep track of manhours and costs for daily labour, material, equipment, and quantities installed.
iii. Contractor shall submit a daily report including labour, material, quantities installed and equipment information (see "h" below for report submission).
iv. For reimbursable work, the daily report shall also include the daily work ticket setting out Contractor's labour, equipment and materials (including that of subcontractors) employed on the work during the preceding day.

Progress information based on physical percentage complete

i. Contractor's project controls application and/or schedule shall allow Contractor to enter physical percentage complete so that Contractor can determine schedule variance and progress variance.

ii. Physical percent complete shall be based on quantities installed and per the activity weight factor approved by Cenovus.

Forecast cost and schedule variances

i. Contractor's project controls application and/or schedule shall allow Contractor to forecast cost and schedule variances. Any activity level schedule variances are to be communicated to Cenovus. Any approved overall schedule variances are to be submitted via RFI and be reflected in the forecast finish dates.

Provide effective change management

i. Contractor's project controls application shall allow contractor to enter pending and approved scope changes. Approved scope changes are to be included in the schedule. Physical percentage complete will be determined for each approved scope change.
ii. Contractor shall communicate pending and approved scope changes using an FCN and RFI log.
iii. Contractor shall ensure that a separate RFI is generated for FCNs with scope change. The FCN is to be attached to the RFI.

Identify and mitigate risks to cost and schedule

i. Contractor shall use the PF, schedule and manpower tracking to identify risk to the project schedule.
ii. If the project schedule is at risk, the Contractor shall provide Cenovus a recovery plan to remedy the delay in the progress of the work. Contractor's plan shall consider additional labour, equipment and improved performance. This plan is not to be carried out without formal Cenovus approval.
iii. An RFI is required for any change to the Contract Finish date.

Contractor to provide the following:

i. Contractor shall submit to Cenovus one week after the Contract or Letter of Award is executed the proposed format for the Daily report for approval by Cenovus. Items to be considered include:
   - Manpower
   - Material
   - Quantities installed
   - Performance and Quality metrics
   - Noteworthy Items and/or Problems encountered

   During the work, the Daily report for the preceding day shall be submitted to the Cenovus Representative before 10:00 AM. (As per c(i) above, daily manpower counts to Cenovus by 8:00AM)

ii. Contractor shall submit to Cenovus one week after the Contract or Letter of Award is executed the following sample reports for review and approval by Cenovus.
   - Progress report
   - Quantities by activity
   - Manpower estimates
   - RFI Log
   - FCN Log (Any FCN supplied with the bid shall be entered in the log.)
   - Target Performance Metric and Productivity Factor

iii. During the work the Contractor's Cost and Progress Report and updated schedule shall be submitted once per shift (2 working days prior to the performance meeting), unless written direction from Cenovus is provided stating otherwise

The Contractor's Cost and Progress Report, RFI and FCN logs, updated schedule including physical progress and two week look-ahead is to be sent to both SCM and the Field Tech and any other recipients as indicated by Cenovus.

iv. Contractor shall submit to Cenovus two days prior to each performance meeting the updated performance meeting minutes in native format. Cenovus will provide Contractor with the prescribed format.

v. The Contractor shall report the status of their Project Quality to Cenovus as part of the regular project reporting (i.e., weekly, monthly). The Contractor's reporting shall include, as a minimum:
   a. Brief description of Quality achievements during the reporting period, and planned activities for the next reporting period
   b. Results of Quality Audits and / or reviews
   c. Performance measures (Quality Key Performance Indicators) as agreed with Cenovus
   d. Status of rework
   e. Non-conformance status
   f. Any significant quality issues

vi. In accordance with Cenovus's requirements, Contractor may be required to submit to Cenovus any other such reports as may be necessary to accurately communicate the status of the work.

6.2. Performance Meetings

Cenovus will set aside a regular day and time for a performance meeting. The meeting shall be attended by Contractor's Project Manager and such supporting staff as needed. Meeting template will be provided.

6.3. Offboard Meetings

An Offboard Meeting shall be held when the work is 100% complete.

6.4. Administrative Personnel

Contractor shall provide site administrative personnel capable of using Contractor provided scheduling application, Contractor project controls applications, and any additional reporting required by Cenovus.

7. Site Organization

7.1. Cenovus's Site Representative

Cenovus's CCMT Manager or designate (the Site Representative) shall administer and coordinate the Contract. The Site Representative shall have the responsibility for administering, monitoring, reviewing and coordinating all aspects of the work on behalf of Cenovus, including, without limitation, the issuing of notices, certificates and orders.

The Site Representative shall represent Cenovus and his/her role shall be to ensure that the work is performed in accordance with the provisions of the Contract and conforms to the requirements of the drawings and specifications.

7.2. Authority of the Cenovus Site Representative

In performing the work, Contractor shall comply with any general Site management notices as set out by Cenovus's Site Representative. The Site Representative may:

i. monitor Contractor progress, identify problems and give notice to the Contractor to take corrective action when necessary
ii. review Contractor's methods of fabrication, and manufacturer's and fabricator's documents
iii. monitor Contractor subcontracting, procurement, expediting, inspection, logistics and material control practices, including for any Cenovus supplies
iv. monitor Contractor's QC program
v. monitor Contractor's environment, health and safety programs
vi. review Contractor procedures for all aspects of control of the work

vii. review with Contractor all relevant matters related to changes, including cost of labour, materials, additional work, etc.
viii. verify the quantity and quality of work executed as submitted by Contractor
ix. review those items which Cenovus is required to approve in accordance with this Contract
x. monitor activities of the Contractor and its Personnel to ensure that all of Contractor's obligations under the terms of this Contract are fulfilled
xi. monitor, review and witness all required audits, tests and inspections arising hereunder
xii. monitor all aspects of Contractor's planning and scheduling
xiii. receive and approve Contractor's LEM's.

7.3. Contractor's Organization and Representatives

Contractor shall appoint a full time Site Manager by whatever title he or she is described who shall have the proper authority to represent the Contractor.

Contractor shall provide R&R and Competency requirements for each indirect position.

Contractor's key personnel and all "Indirect" personnel shall be satisfactory to Cenovus and shall not be replaced except for good reason and only after reasonable notice to and with the consent of Cenovus.

An RFI is required for additional or replacement of key and "Indirect" personnel.

Contractor shall employ on the work only such persons as are careful, skilled and experienced in their appointed responsibilities. Cenovus shall have the right to require the removal from the work any employee of Contractor or of its subcontractors who, in Cenovus's sole opinion, is considered incompetent, careless, not qualified to perform the work assigned, or is for any other reason considered by Cenovus to be unacceptable.

At any time when requested by Cenovus, Contractor shall provide to Cenovus documentation proving the qualifications of any member of the Contractor's Personnel, including valid trade certifications and other records of applicable experience, as required.

The Contractor shall not use or share any resources which are allocated to other ongoing Cenovus projects without prior written approval from Cenovus Site Representative.

8. Activities Required to be Complete Prior to Mobilization

The following activities are required to be complete prior to commencing work on site:

i. Reference and adhere to the CCMT Site Access Requirement document.
ii. Contractor shall submit a training matrix of all personnel onsite.
iii. Submit the Project Specific Safety Plan, Job Hazard Assessment ('JHA'), Emergency Response Plan ('ERP') and a copy of the Corporate Safety Manual endorsed by relevant Contractor Leadership must be submitted to Cenovus for review and acceptance. The Project Specific Safety Plan may be required to bridge gap between corporate safety manual and CVE specific policies.
iv. Verify their ISN account statistics and documents reflect the current information
v. Contractor shall provide resume and certificate/qualifications for all indirect personnel (Superintendent, QC, H&S, Admin) for review/approval prior to arriving on site.
vi. Submit and maintain craft ratios of Journeymen to Apprentice
vii. Submit a copy of the Contractors Quality Manual, Site Specific Quality Plan, and ITP.
viii. The Contractor shall submit the proposed execution plan and schedule to Cenovus for review and acceptance.
ix. Contractor may be asked for input for the location of trailers, washroom facilities, portable toilets and waste bins.
x. Attend established Onboarding / Kickoff meetings and Readiness Reviews for the scope awarded.

9. Summary of Appendices and Attachments

Appendices:

Appendix A – Z662 Specific Requirements

Appendix B – FCCL Specific Requirements

Appendix C – Bruderheim Specific Requirements

Appendix D – Lloydminster Refinery Specific Requirements

Appendix E – Lloydminster Upgrader Specific Requirements

Appendix F – Asphalt Terminals Specific Requirements

Appendix G – Lloydminster Thermal Facilities Specific Requirements

Appendix H – Sunrise Specific Requirements

Attachments:

1. RM1 Responsibility Matrix

Appendix A – Z662 Specific Requirements

a) Safety

- No additional specific safety requirements

b) Quality

- Shortly after contract award, and no later than after the first shift of work, the Contractor shall meet with the Cenovus CMT Construction Supervisor and Cenovus CMT QA Advisor to determine the locations of all proposed closure welds and submit drawings to Cenovus (both GAs and P&IDs) that clearly mark all proposed closure weld locations.
- Any vents and drains not shown on the drawings, which are required to facilitate hydrostatic testing, are to be supplied and installed by the Contractor. Cenovus will not acknowledge any Change Order for such vents and drains. Ensure vents and drains do not point towards insulation and cable trays.
- All lines to be pigged with wire brush medium density prior to hydro (prior to valve station installation).
- No pigging operations shall commence without Cenovus review and written consent.
- Contractor to submit Pressure Testing package for approval five (5) working days prior to pressure test.
- The hydrostatic test fluid shall meet Cenovus specifications. The source of water will be determined by Cenovus at the time of construction.
- Contractor shall dispose of the hydrostatic test medium in an environmentally responsible manner per Cenovus Construction Supervisor direction and any applicable regulatory/environmental requirements. The location for disposing water from hydro-testing operations will be determined by Cenovus during construction. In certain situations the water testing process may be relaxed, i.e., water is returned to the plant.

c) Other

- No additional requirements

Appendix B – FCCL Specific Requirements

a) Safety

- All workers need to present original tickets at the Orientation Building prior to getting their Access Pass to the site. (Photocopies will not suffice).

b) Quality

- No additional requirements

c) Other

- When working at Foster Creek, personnel will be entering the Cold Lake Air Weapons Range (CLAWR), please review the CLAWR polices for specific requirements.

Appendix C – Bruderheim Specific Requirements

a) Safety

- All workers are required to have original copies of tickets with them and be able to present upon request

b) Quality

- No additional requirements

c) Other

- No additional requirements

Appendix D – Lloydminster Refinery Specific Requirements

a) Safety

- All workers are required to have original copies of tickets with them and be able to present upon request

b) Quality

- No additional requirements

c) Other

- No additional requirements

Appendix E – Lloydminster Upgrader Specific Requirements

a) Safety

- All workers are required to have government issued ID
- All workers are required to have original copies of tickets with them and be able to present upon request
- Lloydminster Upgrader site access shall be requested following the Lloydminster Upgrader 10-02 Security Access Card Control utilizing the LU Complex Access Card Request – Contractor or LU Complex Access Card Request – Employee.
- Lloydminster Upgrader Vehicle/Equipment access shall be requested utilizing the Vehicle Gate Pass Request, all vehicles onsite are required to have a Fire extinguisher and back up alarm.

b) Quality

- No additional requirements

c) Other

- No additional requirements

Appendix F – Asphalt Terminals Specific Requirements

a) Safety

- All workers are required to have original copies of tickets with them and be able to present upon request

b) Quality

- No additional requirements

c) Other

- No additional requirements

Appendix G – Lloydminster Thermal Facilities Specific Requirements

a) Safety

- All workers are required to have original copies of tickets with them and be able to present upon request

b) Quality

- No additional requirements

c) Other

- No additional requirements

Appendix H – Sunrise Specific Requirements

a) Safety

- All workers are required to have original copies of tickets with them and be able to present upon request

b) Quality

- No additional requirements

c) Other

- No additional requirements