

TSC Category	Business and Organisational Management					
TSC	Third Party Management					
TSC Description	Manage third parties such as contractors, suppliers and vendors to ensure control of work and compliance is in full alignment with the organisation's policies and standards					
TSC Proficiency Description	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
		ECM-BIN-2016-1.1	ECM-BIN-3016-1.1	ECM-BIN-4016-1.1	ECM-BIN-5016-1.1	
		Apply appropriate standards, processes and procedures for the coordination of third parties' work	Interpret procedures and practices when collaborating with third parties to ensure conformity to the organisation's policy and procedures for work activities	Review and monitor third party work activities to ensure control of work and compliance	Formulate third party contracts and scope of work and review contract performance against performance criteria and key performance indicators (KPIs)	
Knowledge		<ul style="list-style-type: none"> • Methods of third party coordination • Types of management systems • Principles of Workplace Safety and Health (WSH), Environmental Management System (EMS) and Quality Management System (QMS) • Induction process for contractors 	<ul style="list-style-type: none"> • Third party management policies and procedures • Methods of ensuring third parties follow and comply with Workplace Safety and Health (WSH) and Environmental Management System (EMS) requirements when in process areas 	<ul style="list-style-type: none"> • Methods of measuring third party performance • Methods of evaluating competence of third party workers • Methods of reviewing contracts and changing order requests • Conflict resolution methods • Methods of negotiation • Third party auditing principles and practices • Methods of reviewing third party conformance to scope of work obligations 	<ul style="list-style-type: none"> • Types of third party contracts • Performance and risk management principles • Methods of managing strategic relationships • Anti-bribery and corruption (ABAC) principles • Third party risk management (TPRM) systems and tools • Types of service level agreements (SLAs) • Governance systems and practices • Vendor approval processes • Contract negotiation techniques 	

**SKILLS FRAMEWORK FOR ENERGY AND CHEMICALS
TECHNICAL SKILLS AND COMPETENCIES (TSC) REFERENCE DOCUMENT**

Abilities		<ul style="list-style-type: none"> • Support the coordination of third party work activities • Create effective relationships with third party vendors • Inspect the work of third party suppliers • Ensure third parties conform to the organisation's standards and practices during execution of work and services • Support third party site and company inductions 	<ul style="list-style-type: none"> • Coordinate third party work activities • Execute work procedures, monitor and control third party work activities • Apply work records of third party work activities ensuring all records and notices are signed off • Identify non-conformance notifications and performance warnings 	<ul style="list-style-type: none"> • Review third party work activities • Review work procedures and monitor the control of third party activities • Review work records of third party work activities and ensure that all records and notices are signed off • Issue non-conformance notifications and performance warnings • Apply third party workplace safety audits and performance audits 	<ul style="list-style-type: none"> • Review and approve third party contracts and scope of work documents • Set third party performance criteria and KPIs • Review third party audits on contract performance • Continually review third party risks • Build and maintain strategic relationships with key suppliers and contractors • Ensure third parties comply with all organisational regulatory policies and procedures • Review and approve, where appropriate, variations to third party contracts 	
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