## ENCLOSURE-1 to ANNEX-1

## APPLICANT’s QA/QC Questionnaire

**Notes for completion of questionnaire**

1. This questionnaire relates to your company Quality Management System. Please ensure your answers are focused against the activities indicated.
2. Please provide the answers under the relevant question. Any additional answer may be provided on a separate sheet referencing the section letter and question number.
3. Please make your answers as ‘stand-alone’ as possible. Sole reference of internet is not allowed.

**SECTION A QUALITY POLICY**

1. Please provide a copy / copies of the latest certification (if available) by an internationally recognized Certification Authority in accordance with ISO 9001 of your QA/QC management system.
2. Please provide, if available, a copy of your Quality Policy / Quality Statement endorsed by your management.
3. Please provide details of the scope of Certification, in terms of facilities, services and products covered.
4. Please submit an (un-controlled) copy of your Quality Manual and a typical example of a Contract Specific Quality Plan.
5. If you do have such certification but cannot provide a Quality Manual and/or typical example of a Contract Specific Quality Plan, please answer the following questions in full.

*(Note: All Applicants shall ensure the documentation submitted as part of the Application will allow to adequately assessing below questions)*

**Management Responsibility**

1. How do you ensure that the Quality objectives are understood, implemented and maintained at all levels of the organization?
2. Do you have an organization chart defining the responsibilities and interrelationships between QA/QC functions and management? If ‘yes’, please provide a copy of the latest version.
3. Are the responsibilities, authorities and inter-relation of personnel who manage, perform and verify work affecting quality defined and how are they documented? Please provide sample copy of such documentation.
4. Do you have an appointed management representative, responsible to Senior Management for all activities related to QA/QC? If ‘yes’ please provide the ‘Curriculum Vitae’ and Job Description of the current incumbent.
5. Does Senior Management perform formal reviews of the Quality System at defined intervals and are these reviews recorded? Please provide samples of such documentation.
6. Do you follow-up these management review results and are the responsibilities and delegation for the follow-up defined? Please provide examples of the documentation of such follow up.
7. Does your company operate a policy of ‘Continuous Quality Improvement’? If ‘yes’, please describe the main details of this policy.

**Quality Planning**

1. Do you prepare a Quality Assurance Plan for each contract awarded? If ‘yes’, please provide a typical Table of Contents.
2. What method is used to plan the control of quality during when implementing the processes? Please provide details and typical examples where possible.

**Contract Review**

1. Do you perform “Contract Review” activities regarding requirements, capability to meet requirements and differences between the final contract and the bid to identify errors, ambiguities, conflicts and queries in the final contract?
2. Do you have related records? Please submit example.

**Document & Data Control**

1. Describe the process for the review and approval of design documents by authorized personnel prior to issue?
2. Is there a master list of documents identifying the current revision status? Please provide a sample.
3. How is it assured that all appropriate documents are available at all locations involved in the design, review and implementation process?
4. How is it assured that obsolete documents and drawings shall not be used any further?
5. For what period are documents, records and data retained after contracts are closed?

**Change Control**

1. Describe your procedure/process for managing design changes, either from in-house or the customer?
2. How do you identify, document, review and approve all design changes and modifications before their implementation?

**External and Internal Quality Audits**

1. Do you conduct Internal Quality Audits to an approved schedule? Please provide a sample of the schedule / plans. Please provide a sample of an audit and follow up report.
2. Do you regularly conduct audits on your Subcontractors? Please provide a sample of such an audit report.
3. How do you ensure your auditors are trained and qualified in quality auditing, both internal and external?
4. Are the results and findings of the audits reviewed and subsequently actioned by Senior Management?

**Training**

1. Do you identify training needs and provide the training of all personnel performing activities effecting quality? Please submit evidence.
2. Do you carry out special processes in your applications? Is the staff performing these special processes trained accordingly?
3. Do you maintain training records?

**Quality Records**

1. For each contract, is a list of Quality Records identified?
2. If available, please provide a typical list of your quality records.
3. For what period are Quality Records maintained?

## ENCLOSURE-2 to ANNEX-1

## APPLICANT’s HSE Questionnaire

**Notes for completing questionnaire.**

1. The questionnaire relates to your company wide HS&E Management System.
2. Please ensure that your answers are focused against the activities indicated.
3. Please provide the answers under the relevant question. Any additional answer may be provided on a separate sheet referencing the section letter and question number.
4. Please make each answer as ‘stand-alone’ as possible.

**HS&E Management System and Policy**

**Health and Safety Policy**

1. Please provide a copy / copies of the latest certification (if available) by an internationally recognized Certification Authority in accordance with OHSAS 18001 (or equivalent) of your H&S management system.
2. If available please provide a copy of the latest certification (if available) by an internationally recognized Certification Authority in accordance with ISO 14001 for your environmental management system.
3. Please provide, if available, a copy of your H&S policy endorsed by your management.
4. Please provide details of the scope of Certification, in terms of facilities, services and products covered.
5. Please submit an (un-controlled) copy of your H&S Manual and a typical example of a Contract Specific H&S Plan.
6. Please provide a copy of your H&S statistics for the last five (5) years.
7. Please provide a copy of your Environmental statistics for the five (5) last years.
8. Is there any official claim or award against your company related to a non-compliance with occupational H&S or Environmental legislation or regulation?

**Management Responsibility**

1. Please describe roles and responsibilities of your management in the H&S management.
2. Please describe the involvement of your company’s management into H&S events. (Please provide documented evidence)
3. Who has overall responsibility for Health and Safety and/or Environmental protection issues in your company?
4. Please provide a sample of a management review report on H&S (and E if available) performance of your company.

**Communication**

1. How are the Health, Safety and Environmental issues communicated to your employees?
2. How are employees advised of changes to policies or procedures?

**Accident and Incident investigations**

1. Please describe the procedure for the reporting of accidents and incidents?
2. Please describe the organisation (participants and roles) and procedure for the investigation of accidents and incidents. Please provide a description of the roles and responsibilities
3. Please provide a sample of an investigation report
4. Does your organisation implement a reporting/ incentive system for near misses? (Please provide a sample)
5. Does your organisation implement a reporting/incentive system for unsafe situations?

**Structure**

1. Does your company have an organisational chart showing your site specific chain of command plus various responsibilities and duties involved?

**Workforce Involvement**

1. Please describe the process by which your employees are consulted on Health, Safety and Environmental issues.

**Corporate Health Organisation**

1. Please provide a description of your company’s occupational health organisation.
2. Please provide a description of occupational health services provided by your company to its employees and workforce (if any)

**Emergency Responsibilities**

1. Does your company have a clear documented emergency response procedure in place? Please provide brief description of the organisation in place.
2. Please provide the chart showing the specific chain of command plus the various responsibilities and duties of those involved in the Emergency Response Organisation?
3. Who is responsible for up-dating the procedure and how frequently is this done?

**Training**

1. Are all employees and workforce trained in HS&E requirements and risk assessment techniques adequate to the level of their exposure? Please provide samples of training plans.
2. Please describe how contract specific training needs are assessed and implemented.
3. Do you use internal or external training providers? Please provide samples of training plans and specific training topics.
4. What other training arrangements are in place for the different levels of your organisation?

**Management of Subcontractors**

1. How does your company assess the competence of Subcontractors with regard to HS&E?
2. Are there formal company procedures for auditing Subcontractors HS&E performance?

**Review and Audit**

1. What arrangements does your company have for reviewing the effectiveness of your Health and Safety Management System?
2. How is management and the workforce advised of audit findings and how are relevant findings observed elsewhere disseminated to all sites and locations?
3. What is the process of recording and monitoring implementation of recommendations of audits and reviews?

**Performance**

1. Please provide a description of the KPI for HS&E used by your organisation.
2. Please provide the evaluation of management review of these KPI for the last three (3) years.
3. What arrangements does your company have for line supervision to monitor safe execution of the works and services at your offices, sites and other locations?
4. What arrangements does your company have for passing on any results and findings of this supervision to and performance monitoring to senior management and the employees?
5. How does the company ensure that safety issues arising from safety inspections and meetings are satisfactorily implemented?
6. Has your company maintained records of your incident/accidents and other performance indicators in the last five years? Please provide evidence.

**Planning and Risk Assessment**

1. How does your company identify and assess the major risks involved in your operations? Please provide evidence of a specific risk assessment.
2. Please provide a sample of an H&S plan as prepared.
3. What arrangements does your company have for documenting such assessments and how often are they reviewed?
4. Please provide evidence of inspections and follow up of mitigation measures identified during risk assessments.

**Carbon Emissions**

1. Does your company have a Carbon Management Plan/Policy/Reduction Target? If “Yes”, please provide details.
2. Do you report on your GHG/air emissions? If “Yes”, please provide the most recent GHG/air emissions report(s).
3. Does your company have any environmental incentive or investment programme? If “Yes”, please specify.

## ENCLOSURE-3 to ANNEX-1

**APPLICANT’S DECLARATION**

Date:

To: **TANAP Doğalgaz İletim A.Ş.**

Söğütözü Mah. Söğütözü Cad.

Koç Kuleleri B Blok No:2B/37

Çankaya 06530

Ankara, TURKEY

We declare and covenant that we are in compliance with, among others:

* + - 1. Applicable Law, including applicable Turkish tax regulation and labour laws but in each instance subject to the provisions of the Host Government Agreement signed in 26.06.2012 and issued in Turkish Official Gazette dated 19.03.2013;
      2. all relevant anti-corruption legislation including but not limited to: (i) the UK Bribery Act 2010; (ii) the US Foreign Corrupt Practices Act ("**FCPA**"); (iii) any successor legislation to (i) and (ii); (iv) legislation implementing the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions or the United Nations Convention Against Corruption; and (v) the anti-corruption or anti-money laundering laws of any country in which Services are to be undertaken; and (vi) good and prudent practices generally followed by the international gas pipeline industry under similar circumstances;
      3. the provisions of TANAP Anti-bribery and Corruption Policy relating to gifts, hospitality and expenses;
      4. the provisions of conflicts of interest policy and Dividend Accounting policy;
      5. International Labour Organisation conventions and recommendations relating to:
         1. minimum age of labour;
         2. prohibition on the use of forced labour;
         3. freedom of association and collective bargaining;
         4. working hours;
         5. wages; and
         6. employment conditions and practices;

* + - 1. the following in executing and performing the Services:
         1. The United Nations Basic Principles on the Use of Force and Firearms by Law Enforcement Officials, and
         2. Voluntary Principles on Security and Human Rights (available for examination at <http://www.voluntaryprinciples.org>).

Name of the Applicant: *[insert complete name of Applicant]*

Name of the person duly authorized to sign on behalf of the Applicant: *[insert complete name of person duly authorized to sign the Application]*

Capacity of the person signing: *[insert complete title of the person signing the Application]*

## ENCLOSURE-4 to ANNEX-1

**COVENANT OF INTEGRITY**

Date:

To: **TANAP Doğalgaz İletim A.Ş.**

Söğütözü Mah. Söğütözü Cad.

Koç Kuleleri B Blok No:2B/37

Çankaya 06530

Ankara, TURKEY

Trans Anatolian Natural Gas Pipeline (TANAP) System

We declare and covenant that neither we nor anyone, including any of our directors, employees, agents, or Subcontractors, where these exist, acting on our behalf with due authority or with our knowledge or consent, or facilitated by us, has engaged, or will engage, in any Prohibited Conduct (as defined below) in connection with this approved vendors selection process or any future bidding process or in the execution or delivery of any Goods and Services and covenant to so inform you if any instance of any such Prohibited Conduct shall come to the attention of any person in our organization having responsibility for ensuring compliance with this Covenant.

We shall, for the duration of the above processes, appoint and maintain in office an officer, who shall be a person reasonably satisfactory to you and to whom you shall have full and immediate access, having the duty, and the necessary powers, to ensure compliance with this Covenant.

If:

1. we have been, or any such director, employee, agent, where this exists, acting as aforesaid has been, convicted in any court of any offence involving a Prohibited Conduct in connection with any bidding process or provision of Goods and Services during the five years immediately preceding the date of this Covenant; or
2. any such director, employee, agent, where this exists, has been dismissed or has resigned from any employment on the grounds of being implicated in any Prohibited Conduct; or
3. we have been, or any of our directors, employees, agents, where these exist, acting as aforesaid has been excluded by the EU Institutions or any major Multi-lateral Development Bank (including World Bank Group, African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development, European Investment Bank or Inter-American Development Bank) from participation in a bidding procedure on the grounds of Prohibited Conduct, we will immediately give details of that conviction, dismissal or resignation, or exclusion below, together with details of the measures that we have taken, or shall take, to ensure that neither this company nor any of our directors, employees or agents commits any Prohibited Conduct in connection with the TANAP System.

In the event that we are awarded a Contract, we grant TANAP, its shareholders, the World Bank, International Bank for Reconstruction and Development (IBRD), European Bank for Reconstruction and Development (EBRD), Asian Infrastructure Investment Bank (AIIB), MIGA, the European Investment Bank (EIB) and auditors appointed by either of them, as well as any authority or European Union institution or body having competence under European Union law, the right of inspection of our records and those of all of our Subcontractors under the Contract. We accept to preserve these records generally in accordance with applicable law but in any case for at least six years from the date of substantial performance of the Contract.

For the purpose of this Covenant, ‘Prohibited Conduct’ includes:

* **Corrupt Practice -** the offering, giving, receiving or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party.
* **Fraudulent Practice -** any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation.
* **Coercive Practice -** impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of any party to influence improperly the actions of a party.
* **Collusive Practice -** an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party.
* **Obstructive Practice -**

(a) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or

(b) acts intended to materially impede the exercise of the EIB’s contractual rights of audit or access to information or the rights that any banking, regulatory or examining authority or other equivalent body of the European Union or of its Member States may have in accordance with any law, regulation or treaty or pursuant to any agreement into which the EIB has entered in order to implement such law, regulation or treaty.

* **Money Laundering -** as defined in the EIB’s Anti-Fraud Policy.
* **Terrorist Financing** - as defined in the EIB’s Anti-Fraud Policy.

Signed by:

Name:

In the capacity of:

A duly authorized signatory of the Applicant

Name of Applicant:

## ENCLOSURE-5 to ANNEX-1

**STATEMENT REGARDING PROTECTION OF PERSONAL DATA**

|  |  |
| --- | --- |
| **BEYAN** | **STATEMENT** |
| …..………………………………………………………………………………………………………………….……… (“**Başvuru Sahibi”)** TANAP Doğalgaz İletim A.Ş.’ne (“**TANAP**”) onaylı firma olmak için başvuru sunması kapsamında bilimum araç ve kanallar aracılığıyla sözlü, yazılı veya elektronik ortamda TANAP’a aktarabileceği gerçek kişilere dair tüm kişisel verilere ilişkin olarak, “Veri Sorumlusu” olarak kişisel veri sahibi ilgili kişilerden, 6698 sayılı Kişisel Verilerin Korunması Kanunu (“**Kanun**”) ve yürürlükteki ilgili mevzuat uyarınca (gerekli olması halinde) gerekli rızaları aldığını ve bu kapsamda Kanun ile yürürlükteki ilgili mevzuata uygun hareket edeceğini kabul, beyan ve taahhüt eder.  Başvuru Sahibi adına  ……………………………………………..  Tarih:  İmza: | …..…………………………………………………………………………………………………………………………..…….. (the “**Applicant**”) hereby agrees, declares and undertakes that, regarding all personal data of real persons which the Applicant may transfer to TANAP Doğalgaz İletim A.Ş. (“**TANAP**”) in oral, written or electronic from through all means of delivery, within the scope of its submission to become an approved vendor to TANAP, it has obtained (if required) the consents required within the framework of the Law no. 6698 on the Protection of Personal Data (the “**Law**”) and applicable legislation as the “Data Controller” from the related persons who are data subjects and that it shall act in accordance with the Law and applicable legislation.  On behalf of the Applicant  ……………………………………………..  Signature:  Date: |

## ENCLOSURE-6 to ANNEX-1

**CONSENT FORM REGARDING PROCESSING OF PERSONAL DATA (INTEGRITY DUE DILIGENCE AND TENDER PROCESSES)**

*(\*) This form shall be signed only if the Applicant is a real/natural person.*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CONSENT FORM REGARDING PROCESSING OF PERSONAL DATA (INTEGRITY DUE DILIGENCE AND TENDER PROCESSES)**   |  |  |  | | --- | --- | --- | |  | **YES** | **NO** | | I hereby consent to   * the processing of my data on criminal conviction and security measures with the purpose of conducting integrity due diligence and to conduct project tender processes,   by TANAP Doğalgaz İletim Anonim Şirketi (“**TANAP**”) within the scope of the Law on Protection of Personal Data numbered 6698 and as stated under the TANAP Privacy Statement for Suppliers Relating to the Protection and Processing of Personal Data. |  |  |   **Name and Surname of the Applicant :**  **Date :**  **Signature :** | **KİŞİSEL VERİLERİN İŞLENMESİNE İLİŞKİN İZİN FORMU (DÜRÜSTLÜK DURUM DEĞERLENDİRMESİ VE İHALE SÜREÇLERİ)**   |  |  |  | | --- | --- | --- | |  | **Evet** | **Hayır** | | TANAP Doğalgaz İletim Anonim Şirketi (“**TANAP**”) tarafından, 6698 sayılı Kişisel Verilerin Korunması Kanunu kapsamında ve TANAP Kişisel Verilerin Korunması ve İşlenmesine İlişkin Tedarikçi Aydınlatma Metni’nde açıklandığı üzere;   * Dürüstlük durum değerlendirmesi yapılması ve proje ihale süreçlerinin yürütülmesi amacıyla ceza mahkûmiyeti ve güvenlik tedbirleri verilerimin işlenmesine muvafakat ediyorum. |  |  |   **Başvuru Sahibinin Adı Soyadı :**  **Tarih :**  **İmza :** |