



ANNEXURE- 1.1

Subject: Engagement of retired/ freelance personnel for OISD External Safety Audit/ PCSA/ Surprise Audit/ Accident investigation and other service such as providing training etc.

OISD (Oil Industry Safety Directorate) is a technical directorate under the Ministry of Petroleum and Natural Gas that formulates and coordinates the implementation of a series of self-regulatory measures aimed at enhancing the safety in the oil & gas industry in India.

Major role of OISD is:

- Drafting of new standards
- Revision of existing standards based on technological changes, vintage and safety audits,
- Carrying out External Safety Audit/ Surprise Safety Audit/ Pre-commissioning Safety Audit in E&P sites, Pipeline installations, PORTs, POL, LPG, Refineries& Gas Process units
- Grant of Consent to operate in offshore being the regulator,
- Accident investigation,
- Dissemination of information and knowledge through Safety Alerts, Case Studies, Seminars and Workshops.

OISD has felt the need for hiring “External Auditor” to supplement the existing manpower in carrying out OISD External Safety Audit/ PCSA/ accident investigation and other service such as providing training etc

OISD is in the process of forming a panel of retired/ voluntarily retired executives/ freelance persons from all over the country, who have ample experience and knowledge in the field of HSE and auditing in Oil & Gas sector. Such persons shall be known as “External Auditors”. The external auditors may also be engaged for other services such as providing training etc.

Selection Process

1. Advertisement for empanelment of “External Auditors” shall be issued, and details of the application process shall be hosted on our OISD website. Further, fresh panel advertisement shall be forwarded to all PPs for communicating to their retired senior employees and having requisite experience & knowledge.
2. Officers currently employed and retiring before 01.10.2026 may also apply, however, engagement shall be effective only after retirement.
3. The selection of panel shall be valid for one year from 1st April 2026 to 31st March 2027. The empanelling of External auditors will be continued in same way in future also by floating fresh advertisement every year. Earlier applicants who were included in panel in previous year are required to apply again with additional work experience if any.
4. Number of External auditors in the panel shall be limited to the envisaged requirement covering different specialisations.
5. The panel of “External Auditor” shall be shortlisted by a committee on review of the applications received from the prospective “External Auditor”. If required, the applicant may also be interviewed through VC at sole discretion of OISD. Approval for formation of panel of the shortlisted candidates shall be obtained from ED, OISD.
6. Copy of application format Annexure-1, web advertisement with text Annexure-2, Bill format Annexure-3, Performance evaluation format Annexure-4, code of ethics Annexure-5 are attached herewith.

Minimum Qualification

Minimum qualification for applying for empanelment as “External Auditor” are as under:

#	Description	Minimum Criteria
1	Education qualification	Engineering degree in any field/ Post-graduation in science/ Diploma in Fire & Safety
2	Minimum Age	45 years as on 01.04.2026
3	Maximum Age	Less than 65 years as on 01.04.2026 (Auditor can be engaged for audit up to 65 years only).
4	Experience	Minimum 20 years’ experience in Oil & Gas industry.
5	Medical fitness	Should be medically and physically fit to undertake Safety Audit/ Accident investigations. Investigation & audit process requires visit to installations, and he/ she may need to climb high structures such as tanks / derrick floor / undertake trainings required for visiting offshore. Auditor should submit self-declaration regarding his/ her health and physical fitness in the application format
6	Other	<p>Applicant having experience of auditing and/or accident investigation in Oil & Gas industry would be preferred, and same to be declared in the application form.</p> <p>The applicant should not be employed with any organisation or be a regular consultant with own or any Oil & Gas company at the time of engagement. Officers currently employed and retiring before 01.10.2026 may also apply, however, engagement shall be effective only after retirement.</p> <p>He/she shall intimate OISD whenever, applicant joins any organization, in which case his empanelment gets cancelled. Code of ethics including this employment declaration to be signed before auditor is deployed for any audit.</p>

Terms and Conditions (for ESA/PCSA/Accident investigation/Surprise audit/ Training)

- The auditing process includes review of documents received before field audit, attending opening meeting, carrying out audit as per check list and standards of OISD, presenting audit observations to auditee in Closing Meeting and contributes for final audit report preparation along with other audit team members. Observations shall be in line with OISD Standards, regulatory requirements and auditee Organisation requirements etc.
- The rate of compensation to be paid to the “External Auditors” is irrespective of the place of audit/ training which shall be as per below:

Category	Rate of remuneration per day in Rs.	Eligibility for Air travel
External Auditor / Accident investigation / PCSA / trainings etc.	<p>Below ED level officer- Rs 10,000/-*</p> <p>ED level officer and above - Rs 15,000/-*</p> <p>For engagement in offshore locations Rs 1000* per day additional payment proposed for work involved in more hazard/ risk involved irrespective of level.</p>	<p>Below ED level officer- Economy</p> <p>ED level officer- Premium Economy</p> <p>Director level officer and above - Business</p>

*plus applicable GST. Applicable GST shall be included in the bill. Standard format for the bill is attached at Annexure 3.

3. The eligibility for Air travel is subject to rate reasonability, route and availability and will be decided by ED OISD.
4. For the purpose of rate of remuneration and air travel, the equivalence of grades of officials from private industry/ other than officer from Oil & Gas PSUs shall be at the discretion of OISD based on position held before retirement/ separation from earlier organization
5. Payment shall be made only for the days on which the audit (ESA/PCSA) /Accident investigation/ training/ other work is conducted. No payment shall be made for the day spent in traveling to-and-fro to the audit location from the residence of the “External Auditor”.
6. In case of safety audit (ESA/PCSA/Surprise audit), additional 2 working days shall be considered for payment for review of auditee documentation & report preparation, as per actual time spent on these activities, subject to certification by concerned Director. Auditor shall submit a declaration for additional two working days along with bill which will be certified by Director for payment.
7. In case of incident investigation, additional 3 working days for documentation work related to incident investigation, shall be paid to External auditor subject to actual time spent & certification by concerned Director.
8. For trainings/ other works, there will be no additional payable working days
9. To & Fro taxi fare from residence of the “External Auditor” to local Railway Station/ Airport and back in case of return journey, will be paid on actual basis subject to maximum ceiling of Rs.4000 against submission of original bills. Separate bill shall be submitted for reimbursement of taxi charges. In case when bill is not available, reimbursement shall be up to Rs. 1,000, subject to self-certification by the External Auditor.
10. In case of travel from the city of residence of the “External Auditor” to the city of audited installation by train, the ticket (I-AC/ II-AC/ Ex-CC) for the same shall be arranged by the OISD/ to be arranged by External auditor & ticket fare will be reimbursed as per actual against submission of bill.
11. In case of travel from the city of residence of the “External Auditor” to the city of audited installation is by taxi (if flight/train is not available or ticket not available), then taxi shall be arranged by OISD/to be arranged by External auditor & taxi charges will be reimbursed as per actual against submission of bill.
12. In case of air travel, air ticket (economy class) from the city of residence of the “External Auditor” to the city of audited installation shall be arranged by OISD. Economy class is eligible for auditors below ED level. For ED level or above premium economy is eligible subject to rate, availability & rate, decision to be taken by OISD.
13. Travel/ stay/ conveyance arrangement at audit site would be arranged by the Auditee or OISD.
14. The “External Auditor” shall raise bill, in prescribed format, to OISD after the auditing process is over and submission of draft audit (ESA/PCSA) or Accident investigation findings by him/ her. The bill shall be certified by the concerned Director and forwarded to Finance Section for payment. Payment will be normally released to the “External Auditor” within 10 working days of submission of the bill, after deducting applicable taxes (TDS). In case of any discrepancy in the bill, the “External Auditor” shall be informed of the same/ the bill shall be returned for rectification.
15. The “External Auditor” for a particular audit (ESA/PCSA) or Accident investigation or providing training or any other services shall be selected by the Director from panel of “External Auditors” based on skill required and on rotation basis. The decision of selection of “External Auditor” for a particular audit (ESA/PCSA) or Accident investigation or providing training or any other services is discretion of OISD.
16. The performance of the “External Auditor” will be evaluated based on his performance during “audit (ESA/PCSA)/Accident investigation/ providing training/ any other services. The same will be used for future engagements. Record of the evaluation shall be maintained. Performance evaluation format is attached as Annexure-4.
17. There shall be no guarantee of minimum assignment to the empanelled “External Auditor”.
18. “External Auditor” is required to possess a working laptop, internet connectivity etc. which is needed to conduct the audit (ESA/PCSA) or Accident investigation or providing Internal Auditor Training on behalf of OISD & prepare draft report or for providing training or any other services, for which no separate payment would be made.
19. The “External Auditor” will be supported by one auditor from OISD who will act as coordinator and all audit related queries has to be addressed to him/ her. External auditor will submit his/ her draft audit (ESA/PCSA) or Accident investigation report to OISD coordinator.
20. “External Auditor” shall be required to comply with requirement such as signing of code of ethics which is attached herewith as Annexure-5.

**Application for the empanelment of “External Auditor” in Oil Industry Safety
Directorate, Noida**

1	Name of the applicant	
2	Father's name	
3	Residential address	
4	Date of birth (dd/mm/yyyy)	
5	Any identification card with photo ID <i>Please attach copy of identification card as annexure – I.</i>	
6	Age as on 01.04.2026 (yr/month).	
7	Email id	
8	Landline no.	
9	Mobile no.	
10	Emergency contact no.	
11	Professional education qualification (<i>attach copy of qualification certificate</i>)	
12	Present employment/ free lancing/ consulting	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
a	Name of organisation	
b	Address of organisation	
c	Employed since	
d	Designation	

e	Date of retirement	
13	Last employment	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
a	Name of organisation	
b	Address of organisation	
c	Employed since	
d	Designation at the time of retirement/ separation	
e	Retirement date (dd/mm/yyyy)	
f	<p>Years of service.</p> <p><i>Copy of Service certificate to be attached. If not available, any other proof like ID card, salary slips, income tax return etc. as annexure – II.</i></p>	

14	<p>Details of work experience in Industry to be given. If HSE department is handled, details to be mentioned separately.</p> <p><i>May use additional sheet and attach as annexure – III.</i></p>	
15	Field of specialisation	

16	Significant work related accomplishment/ award/ recognition in last 6 to 7 years i.e. post Jan'2019 to till now	
17	Key skills & strength	
18	HSE training details. <i>Attach certificate of specialised HSE trainings as annexure – IV . IF ISO 45001 Safety Management training received, please mention and attach certificate.</i>	

19	<p>Experience in auditing oil & gas installations in past 6 to 7 years i.e. post Jan'2019 to till now as internal auditor.</p> <p>Mention type of installations and type of audit.</p> <p>In case the audit has been carried out as part of OISD Audit Team, the same to be mentioned.</p> <p>If there is any past work experience in OISD and if applicant is part of OISD standard revision functional committee, then details to be mentioned separately.</p> <p><i>May use additional sheet and attach as annexure – V.</i></p>	

20	<p>Experience in incident investigation of oil & gas installations in past 6 to 7 years i.e. post Jan'2019 to till now. Mention type of installations. In case the incident investigation has been carried out as part of OISD Audit Team, the same to be mentioned.</p> <p><i>May use additional sheet and attach as annexure –VI.</i></p>	
21	<p>Type of oil & gas installation where you would prefer to audit keeping in mind your specialisation/ past experience.</p>	
22	<p>Experience in providing training in oil & gas installations in past 6 to 7 years i.e. post Jan'2019 to till now. Mention type of installations.</p> <p><i>May use additional sheet and attach as annexure –VII.</i></p>	

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I declare that I am less than 65 years as on 01.04.2026 and that I am medically and physically fit to undertake Safety Audit/ Incident investigation.

I hereby declare that the particulars contained in this form are true and correct to the best of my knowledge and belief.

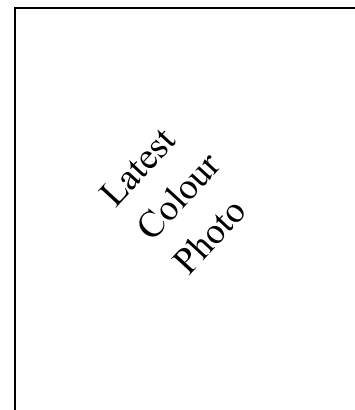
Name of applicant: _____

Signature: _____

Location: _____

Date: _____

Recent photograph





Ref No: OISD/ADMN/COE/EA/12/2022

Dated: 16.12.2022

CODE OF ETHICS FOR EXTERNAL AUDITORS

External auditors shall follow following ethical codes.

1. Maintain Absolute Integrity.
2. Maintain Accountability and Transparency.
3. Maintain High ethical standards.
4. While carrying out audit / incident investigation etc. on behalf of OISD, he/ she shall be impartial & unbiased to auditee organization, which may be his/her parent organization or may be other than his/her parent organization.
5. Maintain courtesy and good behaviour with the Auditees, officials of OISD.
6. Perform and discharge one's duties with the highest degree of professionalism and dedication to the best of his/her abilities.
7. Shall maintain confidentiality and will not disclose, disseminate, or use confidential information acquired as part of the audit whether or not in written form.
8. Refrain from doing anything which may be contrary to any law, rules, regulations, and established practices.
9. Shall not indulge in using personal mobile phone camera or any other equipment that can capture any sensitive details while auditing an organization.
10. Shall comply with all reasonable rules established by the organization where this audit is being conducted.
11. Shall not indulge in criticism of auditee organization's policies, procedures, guidelines, safety standards etc.
12. He/she shall audit the auditee organization and give recommendation as per safety requirements in line with rules, regulations & OISD standards.
13. He/she shall promptly return all confidential information acquired in all forms to OISD upon request or at the time of completion of subject audit.
14. During auditing / incident investigation, if there is any dispute / disagreement of auditor with auditee, he/she shall not involve directly in any altercation with auditee / escalate matter to any authority other than OISD. Immediately, he/she shall bring this issue to the notice of OISD coordinator. OISD coordinator shall try to sort out the issue. If required, matter shall be sorted out by involving Director / ED OISD.
15. I confirm that neither I am employed with any organisation or nor I am regular consultant with any Oil & Gas company.

Signature

Name:

Designation:

बीजक/ बिल INVOICE/ BILL ANNEXURE-3				
बाह्य ऑडिटर का नाम NAME OF THE EXTERNAL AUDITOR		बीजक/बिल सं. INVOICE/ BILL NO		
पता ADDRESS		बीजक/बिल तिथि INVOICE/ BILL DATE		
		बाह्य ऑडिटर के बैंक का विवरण (कृपया निरस्त चैक की प्रति संलग्न करें) BANK DETAILS OF THE EXTERNAL AUDITOR (Please attach copy of a cancelled cheque leaf)		
		खाता धारक का नाम NAME OF THE ACCOUNT HOLDER		
राज्य STATE				
जीएसटी नं. (यदि है तो) GST NO (IF ANY)		बैंक का नाम व शाखा BANK NAME & BRANCH		
पैन PAN				
मोबाइल MOBILE NO		बैंक खाता सं. BANK ACCOUNT NO		
ईमेल आइडी EMAIL ID				
सेवाएं प्रदान की गईं : तेल उद्योग सुरक्षा निदेशालय, 8वीं मंजिल, टावर ए, ओआईडीवी भवन, प्लॉट नं. 2, सेक्टर-73, नोएडा, उत्तर प्रदेश। जीएसटी नंबर: 09AAALO0048G1Z7 SERVICES PROVIDED TO: OIL INDUSTRY SAFETY DIRECTORATE, 8TH FLOOR, TOWER A, OIWB BHAWAN, PLOT NO. 2, SECTOR-73, NOIDA, UTTARPRADESH. GST NO: 09AAALO0048G1Z7		बैंक का आईएफएस कोड IFS CODE OF THE BANK		
(क) सेवा प्रभार (A) SERVICE CHARGES				
सीरीयल नम्बर। Serial number	ऑडिट कार्यस्थल AUDIT LOCATION	ऑडिट की तिथियां (से तक) AUDIT DATES (From - To)	दर प्रतिदिन RATE PER DAY	रकम AMOUNT
सीरीयल नम्बर। Serial number	विवरण DESCRIPTION	तिथियां DATES	दर प्रतिदिन RATE PER DAY	रकम AMOUNT
1	Review of auditee documentation (max 1 day for ESA/PCSA)			
2	Report preparation(max 1 day for ESA/PCSA)			
3	Documentation related work for accident investigation (max 3 days)			
		जोड़ें जीएसटी (यदि है तो) ADD: GST (IF ANY)		
उप योग - क SUB TOTAL - A				

(ख) अन्य दावे / प्रतिपूर्तियां (हवाई/ट्रेन टिकट, टैक्सी भाड़ा आदि) (कृपया समर्थन दस्तावेज संलग्न करें।)
B) OTHER CLAIMS / REIMBURSEMENTS (AIR/ TRAIN TICKET, TAXI FARE etc.)
(Please attach supporting documents)

सीरीयल नम्बर Serial number	ऑडिट कार्यस्थल AUDIT LOCATION	विवरण PARTICULARS	बिल / टिकट संदर्भ BILL/ TICKET REF	रकम AMOUNT
उप योग - ख SUB TOTAL - B				
समग्र योग (क) + (ख) GRAND TOTAL (A) + (B)				
दिनांक सहित हस्ताक्षर SIGNATURE WITH DATE				
बाह्य ऑडिटर का नाम NAME OF THE EXTERNAL AUDITOR				
<p>निम्नलिखित को ओआईएसडी के संबंधित निदेशक द्वारा प्रमाणित किया जाना है Following is to be certified by the concerned coordinator and Director of OISD</p>				
				हां/नहीं/लागू नहीं Yes/ No/ NA
a) क्या आचार संहिता पर बाहरी लेखा परीक्षक द्वारा हस्ताक्षर किए गए हैं Whether code of ethics has been signed by External Auditor				
b) क्या मूल रूप में बाहरी लेखा परीक्षक द्वारा विधिवत हस्ताक्षरित बिल प्रस्तुत किया गया है Whether invoice duly signed by External Auditor in Original has been submitted				
c) क्या लेखापरीक्षक द्वारा स्थानीय परिवहन के चालान/रसीद सहित सभी समर्थन प्रस्तुत किए गए हैं Whether all supporting including invoice/receipt of local conveyance has been submitted by Auditor				
d) क्या रद्द किया गया चेक पैन कार्ड की प्रति के साथ जमा किया गया है (पहले भुगतान के मामले में) Whether cancelled cheque along with copy of PAN card submitted (incase of first payment)				
e) क्या भुगतान अनुमोदन के साथ लेखापरीक्षक नियुक्त करने की सैद्धांतिक स्वीकृति संलग्न की गई है Whether in-principle approval to appoint auditor has been attached with the payment approval				
f) क्या दस्तावेज समीक्षा/रिपोर्ट/दस्तावेजीकरण पर अतिरिक्त दिनों के संबंध में लेखापरीक्षक/अन्वेषक का दावा उचित है Whether auditor / investigator claim regarding extra days on document review / report / documentation is justified				
<p>समन्वयक का नाम Name of Co-ordinator</p> <p>हस्ताक्षर Signature</p> <p>निदेशक का नाम Name of Director</p> <p>हस्ताक्षर Signature</p> <p>तारीख Date</p>				

Consultant Evaluation Sheet

Annexure-4

Name of the External auditor:

Period of audit:

(Tick the appropriate boxes)

S. No.	Key Result Areas / Performance Indicators	Reviewer to tick in the appropriate boxes	
1.	Competency to conduct audit/investigation	Satisfactory	Unsatisfactory
2.	Presentation of audit observations/accident findings	Satisfactory	Unsatisfactory
3.	Involvement during audit/investigation & meeting	Satisfactory	Unsatisfactory
S. No.	Competencies	Reviewer to tick in the appropriate boxes	
1.	Team Effectiveness Guides others towards positive outcomes by providing them with clearly defined objectives, feedback and advancement opportunities	Satisfactory	Unsatisfactory
2.	Planning and Organizing Establishes systematic action plans for self and others to assure accomplishment of specified objectives.	Satisfactory	Unsatisfactory
3.	Problem Solving Visualize problems proactively; generates and evaluates alternatives to develop an appropriate course of action within established constraints.	Satisfactory	Unsatisfactory
4.	Strategic Thinking Draws logical connection between organization vision and strategy with own area of work	Satisfactory	Unsatisfactory
S. No.	Potential	Reviewer to tick in the appropriate boxes	
1.	Adaptability to change -willingness and adaptability to adjust to change -openness to change and ability to co-operate in implementing the same	Satisfactory	Unsatisfactory
2.	Dependability -Reliability to perform and complete assigned task within scheduled time -Extent of follow-up required	Satisfactory	Unsatisfactory
3.	Quality of work/Output -Thoroughness, accuracy and general excellence of output -Consistency of work output under varying conditions	Satisfactory	Unsatisfactory
4.	Collaboration -Ability to effectively work with others -Extend help and support whenever required	Satisfactory	Unsatisfactory
5.	Quality of report preparation	Satisfactory	Unsatisfactory

Integrity

Above Board	Questionable
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Overall performance

Satisfactory	Unsatisfactory
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Recommendation by Reviewer on release of payment to the External auditor:

Yes	No
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**Evaluated by
OISD coordinator**

**Approved by
Concerned Director**

Signature

Name

Designation

Section

Date