

Subject	2 – Purchasing Terms			
Specification	2.6 Instructions for contractors and hired companies			
Publisher ID	INK/HMS	Date: 08.05.2020	by	K. Årthun / Anne H. Ripel
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Attachments:

No.	Subject
1	Alarm Procedure
2	Procedure regarding driving entry for contractors

Buyer in this document is Sør-Norge Aluminium AS

1. General

- 1.1 The instructions in the following are valid for all contractors and hired companies (hereinafter named Contractor) that have work within Sør-Norge Aluminium AS (named Buyer) plant area.
- 1.2 Contractor shall have an IK-system (Internal Control) that meets the requirements from the Authorities.
- 1.3 Buyer will appoint an Officer in Charge for every work assignment. All contact between Contractor and Buyer shall, if possible, pass through the Officer in Charge.
- 1.4 Every Contractor shall appoint one responsible contact person for HES.
- 1.5 It is a requirement that Contractor has an active role within HES and improvement work when doing work for Buyer within the plant area.
- 1.6 Buyer has with his production and special installations several danger areas where it is important to know the installations and the risk elements well when arriving in the plant area and before the work is started. Contractor shall, before the start of work, contact the Officer in Charge to receive and review safety procedures concerning the tasks that will be performed.

Contractor shall review the general safety information like necessary courses etc.
(Course in risk of electrocution Electrolysis, Security clearance for Electrolysis and Casthouse)
The Guard issues ID-entrance cards for Contractors.
ID-entrance card will not be activated before Buyers EHS safety course is completed and registered. When the assignment is finished, the ID-entrance card shall be returned where it was delivered.

2. Safety, health and working environment on construction sites

- 2.1 Builder Instruction no. 599 and Instruction on HES-cards on construction sites must be observed.
- 2.2 Contractor shall ensure that the construction site is marked and secured according to pertaining regulations (According to existing Hydro Standard).
- 2.3 Unless otherwise agreed upon, Contractor will remove their own waste. The waste must be sorted. The Buyer will assign an area for waste containers.

All chemicals that are used, must be classified and labeled according to requirements from the Authorities. Chemicals taken into the plant area must have HES-data sheet and taken out of the plant area when the work is carried out.

- 2.4 Contractor must document training according to Labor Inspection's regulation regarding execution of work § 10-1, § 10-2 and § 10-3 – is completed, if such equipment is used for the work.

3. General safety information

- 3.1 Persons using implanted medical equipment like pacemaker, insulin pump or similar control features must not enter the Potrooms or rectifier area. Valid also for pregnant persons.
- 3.2 Be aware that propane- and natural gas pipelines are laid out in the plant area. These are marked with danger signs. Caution must be paid when working nearby lines.
- 3.3 If any doubt arises concerning safety questions, the HES department shall be notified, primarily the HES leader.

4. Cloak room, shower and workman's sheds

- 4.1 Buyer has separate cloak room and shower for a limited number of Contractor personnel. The Contractor cannot expect access to these rooms for all work projects within the Buyer's plant area. Arrangements are at the Officer in Charge's disposal for each case. Loss of keys, damage to wardrobes or other equipment which is caused by Contractor shall be compensated by Contractor. Contractor is responsible to see that the wardrobe key be delivered back when Contractor employees quit or have finished work. The wardrobe shall then be cleaned and emptied. It is not permitted to hand keys over to others within Contractor. All loans and transfers of wardrobes and keys shall be arranged through the Officer in Charge.
- 4.2 Placing of workman's shed shall be agreed upon beforehand. The sheds will be cleaned by Buyer's cleaners, provided nothing else has been agreed upon. Buyer reserves his right to invoice the cleaning cost.

5. Radio

- 5.1 Generally, VHF radio shall not be used within Buyer's plant area. For special work operations where radio transmissions are required, the Officer in Charge shall give permission for each individual case.

6. Borrowing of tools and requirements for tools

- 6.1 Contractor is obliged to equip his employees with tools and equipment needed for the work. The main voltage at Buyer's plant is 400V 3-phase and 230V 1-phase. Welding machine in use must be for 400V. Exception: Small, double insulated welding apparatuses for 1-phase 230V.
- 6.2 It is a requirement that all electrical grinders in use on Buyers plant area must have:
 - Kick back function if the disk is blocked.
 - Brake function on disk.
 - "Dead man's control.
 - Anti-vibration mounting.

Requirement for documented safety training.

- 6.3 If necessary, special tools can be borrowed from Buyer's tool store with permission from the Officer in Charge. The borrower shall sign a receipt with Contractor name and his own name. The tools shall be cleaned before being delivered back to the tool store. Lost or damaged tools must be replaced by the Contractor concerned.
- 6.4 For fixed price projects in which Contractor is assigned their own work management and responsibilities, Contractor will supply all necessary tools and equipment for themselves. In case it still is appropriate to borrow special tools or equipment, this must be agreed when the contract is signed.

7. Hiring of transport equipment

- 7.1 Hiring of cranes, lifts/personnel-lifts, lifting equipment, forklifts or other vehicles shall be arranged through Buyer's Officer in Charge.
- 7.2 Upon hiring of Buyer's lifts/personnel-lifts and forklifts/cranes, Contractor shall prove that the driver has driver/crane operator certificate and documented safety training in accordance with the instructions of Labor Inspection regulation regarding execution of work § 10-1, § 10-2 and § 10-3. Forklift driver must also possess normal driver's license. Also valid for lifts/personnel-lifts. When working at height, Contractor must have (documented) valid courses/certificates. On equipment which is marked with requirement for documented safety training, such training shall be carried out before the equipment is being used.
- 7.3 Contractor is responsible for possible damage that is caused upon hiring of forklift/crane and lifts/personnel-lifts.
- 7.4 Working at height
All personnel who walk or have working tasks in height above 2 m and where one has to secure oneself with personal protective equipment (antifalling equipment) in order to avoid fall to a lower level (the exception is fixed installations where approved railing is erected), shall be able to document to have gone through "working at height"-course or document corresponding training.

8. Work hours and time sheets

- 8.1 Contractor shall work between hrs. 7:30 a.m.- 3:30 p.m. Monday-Friday. Deviation from these work hours must be agreed upon beforehand with the Officer in Charge.
- 8.2 Travel or travel time expenses shall not be compensated unless agreed upon.
- 8.3 All overtime and additional work must be agreed upon in writing beforehand with the Officer in Charge.
- 8.4 Clocking in shall be done in WinTid by Contractor. Timecards are distributed by Buyer and shall be handed in after completed work. For work performed on hourly basis, hours shall be registered in Tid Reg. by Contractor's operator. Time sheets will be controlled by Buyer's technical advisor once a week and will be forwarded to Contractor's contact person. Time sheets shall be enclosed with the invoice.
For work performed on a fixed price, Buyer can demand that Contractor send (at the beginning of each month) statements that include number of hours worked last month.

9. Invoice

- 9.1 The invoice shall be precisely formulated regarding the work performed and with Buyer's purchase order no. 1 invoice per purchase order per week.
Invoices to be forwarded to invoice.husnes@hydro.com.
- 9.2 For work performed on hourly basis, confirmed time sheets shall be enclosed with the invoice.

10. Connection to Buyer's electrical installations

- 10.1 Contractor is responsible for the configuration and adapting of electr. equipment to Buyer's electr. system. This means that the Contractor's electr. equipment must be adapted and ready for use when arriving.
- 10.2 The following system is "Buyer-Standard":
- 3-phase supply: 400V. 80A plugs "Philip Hauge" flat pin w/ground.
- 1-phase supply: 230V. 10A/16A plugs of normal round pin type w/ground.
Plant distributions and extension cords for these must be purchased and adapted by Contractor.
- 10.3 All the electrical equipment from the Contractor must be in accordance with regulations and approved. Repair of electrical equipment for Contractor will not be performed by Buyer's Electrical workshop.
- 10.4 When using electrical hand tools, one shall always use preceding connected earth-leakage circuit-breaker or separate disconnecting transformer (one disconnecting transformer per hand tool). Deviation for workshops which are especially adapted with ground fault protection. When working in the Potrooms or in narrow areas, disconnecting transformer shall always be used.

11. Use/Keeping of equipment when working in the pot rooms

- 11.1 When using own equipment during work in the Potrooms, Contractor must ensure the following:
- OVH-F/ELL-staff must approve stored material/location.
 - Equipment which is placed on the ledge must be placed 20 cm inside the edge of the ledge, after SJA is performed. It shall be marked with: Temporary storage, company and contact person. The reason for this is that Buyer has equipment for the operation of the pots which extends over the ledge. If the equipment has a shape that doesn't meet these requirements, and/or if the equipment is recklessly placed on the ledge, Contractor will be responsible. The shape of the ledge permits a width of equipment, which is placed there, of approx. 65 cm.
 - The Passerelle is not an area that can automatically be used as a storage area. This shall, in this instance, be approved by OVH-F/ELL-staff.
- 11.2 If the size of Contractor's equipment cannot be placed on the ledge, it shall be placed in "passerelle" against the potroom wall (Roadway in pot series, at every 10th pot).

12. Driving into the plant area

- 12.1 See attachment 2. Buyer's procedure regarding driving into the plant area for Contractors. In the case goods belonging to or brought from Buyer, the Officer in Charge shall send an e-mail to the Guard and inform about the goods. Safety belts must be used in all vehicles.

13. Competency requirements

- 13.1 For Craft personnel, the general competency requirement is that hired personnel have relevant craft certificates pertaining to this field of work. In case a person does not have adequate certification, this shall be addressed by the parties in each individual case: Contractor will document the competency of the personnel in question by sending copy of CV, certificate of apprenticeship, certificates and documented safety training to Buyer's Officer in Charge. Buyer's Officer in Charge will decide if the person's competency/experience satisfies Buyer's requirements. Necessary courses for personnel to mechanical maintenance and automation/electro:
- Hot work.
 - Lifts/personnel-lifts course.
 - Working at height.
- 13.2 Apprentices can, in some cases, be used with the guidance of a qualified instructor. This shall be agreed with the Officer in Charge for each individual case. Any possible compensation shall be agreed at the same time and be noted in the purchase order. (Normally, up to 50% of agreed price per hour will be paid for apprentice who has completed half of his practical training)
- 13.3 Anyone who operates forklift within Buyer's plant area must have a normal driver's license, in addition to a forklift operator's license and documented safety training on the specific forklift.
- 13.4 Buyer shall approve foreign workers beforehand. They must have adequate language skills. Minimum requirements are that at least the working leader and one person in the working team shall have English speaking skills.
- 13.5 According to regulation regarding execution of work § 10-2 - Requirements to Documented Safety Training, any EØS-citizen must apply to the Labor Inspection Authority for permission to use work equipment as prescribed in § 10-3, Work Equipment Subject to Certified Safety Training Requirements.

14. Requirements for electrical contractors

- 14.1 Electrical Contractor shall document that electrical personnel have during the last 12 months performed necessary courses in FSE, safety regulations for work and operation of electrical installations.
- 14.2 Contractor shall **always** inform Buyer's Officer in Charge before any fuse circuits are disconnected. Normally the Buyer's Officer in Charge should be present during the disconnection, alternatively Contractor will be given special instructions regarding what circuit (s) may be disconnected at the specified time.
- 14.3 When electrical Contractor uses foreign labor for work on electrical installations at Buyer's plant, each installer shall be approved by DSB. Further information can be given by Buyer's competent operation manager, electro.

15. Requirements for plumbers and mechanical contractors

- 15.1 Air or water, which can affect normal operations for Buyer, shall **not** be stopped without informing the Officer in Charge beforehand, in a reasonable time frame.

16. Confidentiality

- 16.1 Contractor's employee must maintain the obligation of confidentiality regarding Buyer's business, confidential company information, as well as descriptions, recipes, models, personal information, etc. of which the employee gains knowledge by performing the project. This policy is also valid after the assignment has been completed.
- 16.2 Provided nothing else has been agreed upon, Buyer has exclusive rights to the results from the project as it is being performed.
- 16.3 Contractor's employee(s) may not bring written work material or documents out from Buyer's premises unless a special permission to do so has been obtained.
- 16.4 All information exchanged between the parties, including parties' contract documents, shall not be disclosed to a third party without the other party's written consent.
- 16.5 Contractor's employee has the right to use general results and acquired professional knowledge in the performance of their personal work.
- 16.6 The parties have the responsibility to inform their own personnel of the obligation of confidentiality.
If Contractor wishes to photograph or take videos within the plant area, this must be approved by Buyer (department leader for the area/department in question).
Buyer will use photographing and video as documentation and project follow-up.

17. Requirement for employees' health service

Contractor shall be affiliated with a employees' health service for their employees such as the requirements are described in AML § 3-3.

18. Protective equipment and clothing

If nothing else has been agreed in writing with Buyer's officer in charge, Contractor is obliged to keep protective equipment and clothing himself.

- 18.1 Helmet
Mandatory with use of helmet within Buyer's plant area.

- 18.2 Protective goggles
Mandatory with use of approved protective goggles within Buyer's plant area.
Exception is:
Pure office premises, day room, closed vehicle and outdoor area where there are no production/maintenance work.
The protective goggles must be constructed with side protection and must always be carried.
Furthermore, sealed work goggles (ex. Type Goggle) and eventual face shield must be used for sanding, cutting and milling.
- 18.3 Protective clothing
Personal protective clothing must be used according to Hydro's requirement for protective clothing. The requirement is two layers with working clothes on upper body.
In production premises where one can be exposed to liquid metal/bath when working/inspection, working clothes with minimum standard EN ISO 11612 (A1-B1-C1-D3-E3) must be used.
In addition to working clothes one must use flame restraining undershirt, minimum classified as A in EN ISO 11612.
On all work in other departments and also in outdoor areas, working clothes with classification A1 B1 C1 in EN ISO 11612.
In the dark season, from 20th of October to 20th of February, all personnel working outdoors, must either have reflex ribbons sewed on the working clothes or corresponding visible marking in the dark. Everyone working in Buyer's plant area must have company name/logo on working clothes and helmet.
- 18.4 Protective footwear
Hot areas
Approved heat resistant semi high shoes as specified in valid PM standard EN ISO 20345:2011, S3 SRC CI HRO + wool socks must always be used.
Cold areas
Approved semi high shoes as specified in valid PM standard EN ISO 20345:2011, S2 HRO SRB must always be used.
- 18.5 Respiratory protective equipment
When working or staying in areas with gas/dust exposure, recommended respiratory protective equipment must be used.
Requirements and exceptions for special job tasks appear in department rules.
- 18.6 Safety gloves
Approved gloves of heat resistant leather must be used when working with liquid metal or bath.
Requirements for special glove types appear in department rules.
- 18.7 Hearing protection
Must be brought in and used with job tasks or zones where this is mandatory.
- 18.8 Storage and use of chemicals and fire hazardous goods
Storage and use of all substances, chemicals and fire hazardous goods must be done according to instructions and regulations about fire hazardous goods.
Contractor must ensure that these regulations are complied with. All substances in use, must be classified and marked according to the regulations from the Authorities.

19. Intoxicating substances

It is forbidden to work when affected by intoxicating substances. This concerns alcohol and drugs. Applies also to hangover/alcohol smell and use of medication that gives intoxicating effect. Gaming activities in working time is not permitted.

20. Reporting

Contractor that have work within Buyer's plant area must contribute to reporting of both improvements and HES incidents. Buyers expectation is that Contractor has an active relationship to HES-work with all tasks.

The registrations shall be sent to technical advisor for the task after approval from own management.

Buyer's HMSK department shall send reports with yellow and red seriousness to Contractor where their personnel are involved.

21. Violations of the instructions

Violations of these instructions will result in reactions from Buyer.

Severe violations/breaches may lead to immediate dismissal from the working site.

Buyer will stop the work until the conditions are improved. In such cases, Buyer will not accept any extra costs from Contractor.

ALARM PROCEDURE

CALL: Emergency Telephone no. 5002 (Mobile 534 75 002)

GIVE FOLLOWING INFORMATION:

- Who is calling
- What happened
- Where did it happen
- Extent of Emergency

IMPORTANT PHONE NUMBERS

INTERNALLY:

Buyer's Switchboard:	9
Buyer's Emergency Telephone:	5002
When Calling from a Mobile Phone:	53 47 50 02

EXTERNALLY:

Labor Inspection:	815 48 222
Kvinnherad Police:	53 48 38 00

PROCEDURE REGARDING DRIVING ENTRY FOR CONTRACTORS

1. GENERAL

Driving within the plant area must be kept at a minimum. There must be no personal driving traffic in and/or out of the plant area.

2. ENTRY PERMITS

Permits for driving will only be given to vehicles that transport equipment/materials. Transport of personnel must be justified.

All vehicles shall have a written driving permit for driving within the plant area. Construction vehicles and vehicles for pickup/delivery of goods are exceptions to this rule. Driving permits are issued by the Guard. Such permits shall be returned when the assignment is completed.

3. PARKING

The marked parking spaces shall be used for parking. Vehicles must be parked with the front out against the traffic. Any other parking shall be agreed with Buyer's Officer in Charge. Driving passages must not be blocked (be aware of emergency vehicles).

4. CONTROL

The Guard will conduct frequent cargo controls of vehicles passing in/out.

5. INFRINGEMENT

Violations of items 1.-4. can lead to the cancellation of driving permits.