

1 – Scope

Any company subcontracted by Manvia Steam Water Equipment's S.L. (hereinafter Manvia), in addition to the general conditions of supply and the specific conditions of purchase, is obliged to comply with the following internal rules of Prevention and Environment, also undertaking to disseminate them among its workers. These rules may also be applicable to some suppliers depending on the type of supply (service providers).

2- Interlocutors

The interlocutors in the process of monitoring subcontractors and suppliers shall be those responsible for the requirements of the order. The management that contracted the service shall be responsible for the dialogue with the contracted companies, and subcontractors and suppliers shall also be responsible for the applicable standards. In addition, the person responsible for Quality, Environment and ORP may provide support and may accompany the work.

3 – Information/documentation update

Manvia must be informed of the update of the respective documentation provided by the subcontractor/supplier, whenever changes with preventive or environmental implications are verified, including:

- Rescheduling of activities
- Alterations to processes or equipment
- Introduction of new raw materials or products
- Alterations in working methods
- Replacement or entry of new workers
- Accidents
- Spills or other environmental occurrences
- Changes in legal requirements

Manvia will inform in advance if significant alterations are verified, at installation or equipment level that may affect safety or have environmental implications, so that the subcontractor can assess their impact on the activities and have the appropriate means available.

4 – Reporting accidents and environmental occurrences

In the event of an accident or environmental incident, Manvia must be notified through the designated contact person, so that the causes can be analysed and the necessary measures implemented.

Any serious occupational accident or accident resulting in death shall be immediately reported to the Labour Department of the relevant geographical area within a maximum of 24 hours.

5 - Access to the facilities

It is forbidden for any outsider to enter Manvia's premises without proper authorisation.

6 - Restricted areas

These areas are characterised by the fact that the entry and stay of people is controlled and access to them is only allowed with the direct authorisation of the supervisor/manager of the area.

7- Collective Protective Devices and Personal Protective Equipment

In the programming of the activities related to the works to be executed, the application of collective protection devices in the course of the execution of the works must be considered whenever possible.

The service provider must also have available the personal protective equipment necessary for its workers to carry out their activity safely, as identified in the information previously sent by Manvia. Its managers must ensure that the equipment available is appropriate and that it is used.

8 - Authorisation for Special Hazardous Works

The person in charge of the service provider must previously inform the person in charge of Manvia about the work to be carried out.

The authorisation to start the work can only be given after verification by Manvia's manager, or by the management, of the safety and environmental conditions, which are in accordance with the information/documentation previously submitted by the service provider to Manvia.

For the evaluation of this point, the person in charge of prevention or the management may have the support of those responsible for the external prevention service, who, if necessary or due to the type of tasks, may accompany the work.

All work that includes the following operations, either jointly or separately, are considered "Special Risk Work":

8.1 - Flaming work (welding)

Authorization to carry out this work will be given based on an assessment of the following points:

- Existence of an area involving vapors, liquids or open containers that may cause any fire;
- Clean and unobstructed area.
- Verification of the correct functioning of work equipment.
- Existence of fire-fighting means close to the place of intervention.

8.2 - Work at heights

Work at height is considered to be all work at heights equal to or greater than 1.80 meters or at distances that specifically involve a risk of falling and could cause serious injury.

Authorisation to carry out this work will be given by assessing the following points:

- Existence of adequate collective means of protection against the risk of falling;
- If it is impossible to use collective protection, use individual means of protection, fall protection;
- Assess the possibility of collision with obstacles or entanglement with lifelines in the event of a fall.

8.3 - Deep Works - Excavations - Earthworks - Earthworks

The authorisation to carry out these works will be given by assessing the following points:

- Existence of prior information on fluid networks (water, sewage, gas, etc.), electrical networks and telephone networks, buried or in conduits;
- Existence of adequate signposting for the space to be intervened;
- Execution of shoring that adequately supports the earth;
- Prior evaluation of gas concentration, which verifies the existence of risk of asphyxiation or explosion;
- Existence of means to enable the adequate rescue of workers.

8.4 - Work under tension

All service providers who are appointed to carry out electrical work must have adequate training in prevention.

Authorisation to carry out this work shall be given by assessing the following points:

- Existence of voltage;
- Verification of the condition of the equipment in terms of electrical insulation;
- Existence of ways of detecting faults or inoperability of the equipment;
- Possibility of overloading, etc.;
- Obstruction/blocking of electrical power transmission (Lockout);
- Identification of intervention premises with red/white tape.

8.5 - Handling of Chemical Products

The authorisation to carry out these works will be given by means of the evaluation of the following points:

- Reference of the chemical products to be used, as well as the associated risk control forms in the documentation previously delivered by the service provider company to Manvia.
- Meeting the conditions set out in the aforementioned documentation. Having available the SDS of the products used.

9 - Environment

- The service provider must report the environmental impact of the works and ensure compliance with the environmental requirements imposed by Manvia and the legal requirements in force, reporting where necessary the following information:
- Materials used and respective quantities;
- Safety Data Sheets of the chemicals to be used and other relevant environmental information. Chemical materials e.g. solvents, glues, oils, cleaning products, waxes, compressed gases, etc;
- Ensure that operators are prepared in relation to the requirements defined in the safety data sheets of the chemical materials;
- Waste generated and its final destination;
- Ensure that no pollution of water, air and soil is caused during the work, e.g. discharge of contaminated effluents, chemical residues, oil residues, as well as placing waste directly into sewage collectors.
- Characteristics of the equipment used against environmental impacts;

Manvia will report on its significant environmental aspects, obtained through the corresponding identification and evaluation of environmental aspects:

manvia a member of JCT group		Identificación y evaluación de impactos ambientales Resumen de aspectos significativos					
Sign	Tipología	Aspecto ambiental	Actividad	Fase	Acciones		
					Procedimientos / Metodologías	Medios personal y/o materiales	Monitorización y Control
S	Consumo	Consumo gasolina/gasoleo	Actividades administrativas/generales/espacios sociales	Logística	Selección de proveedores considerando optimización de rutas y conocimiento de los procedimientos aduaneros aplicables en los locales de recepción (valorando campo medio ambiental). PP:01-DC01 - Criterios de selección, evaluación y compra PP:01-F01 - Compras y recepción	-	Evaluación proveedores
S	Emisiones	Producción de emisiones atmosféricas - Vehículos	Montaje eléctrico e instrumentación de sistemas de analizadores	Logística	Selección de proveedores considerando optimización de rutas y conocimiento de los procedimientos aduaneros aplicables en los locales de recepción (valorando campo medio ambiental). PP:01-DC01 - Criterios de selección, evaluación y compra PP:01-F01 - Compras y recepción	-	Evaluación proveedores
S	Consumo	Consumo de electricidad	Consumo de materias primas y materiales	Producción	PP:01-DC01 - Criterios de selección, evaluación y compra PP:01-F01 - Compras y recepción	Certificados y FDS	Recopilación de certificados en lotes de fabricación y documentación de pedido

10 - Working Areas

At the end of the provision of services, all work areas must be properly cleaned, waste removed and conditioned, products used properly stored, machines and equipment disconnected from the electrical current and properly conditioned in the places for that purpose. The cleanliness, organisation and good condition of the material, equipment and machines used must be visible.

11- Installation of construction site hut (if applicable)

If it is necessary to assemble a site hut, it must be erected in premises previously designated by the person responsible for prevention or by the management. This construction must be carried out correctly and in accordance with the legislation in force. The site hut installations must be signposted and kept clean and the materials and equipment must be arranged in a suitable place to avoid any obstruction or accident.

12- Emergency instructions

Employees of the service provider shall comply with the emergency instructions provided by Manvia (IE.01_R01 - Emergency Instructions - Action) in the premises under their supervision. The prevention officer or management shall disseminate all relevant information regarding the procedures to be adopted according to potential emergency scenarios, if applicable.

13 - Safety plan

The service provider must submit the prevention plan for cases where it is verified as necessary by existing legal requirements.

14 - Detection of Anomalous Situations

The service provider must alert the prevention officer or the management of Manvia to any anomalous situation regarding the provision of the service.

15 – Monitoring of the work

Manvia, through its interlocutors, will be able to monitor the work carried out to ensure compliance with the General Rules for suppliers, these Safety and Environmental Standards and the agreed Purchasing Criteria. This monitoring promotes improved working practices through joint actions in a partnership relationship with added value for both parties. Non-compliance may result in the stoppage of work or termination of the contract, as indicated in the general conditions of supply..

16 - Terms of Responsibility

The company/supplier subcontracted by Manvia must provide evidence of acceptance of these rules by sending it, after filling in the terms of responsibility on the following page:

TERMS OF RESPONSIBILITY

The company _____, with VAT _____, represented by Mr. _____, with DNI _____, acting as _____, declares that before starting the activities in the installations of Manvia Steam Water Equipments S.L.:

1. I have read and understood the Prevention and Environmental Regulations for Subcontractors/Suppliers. It is the responsibility of Manvia to deliver all updates of the document.
2. I take knowledge, by informing its workers, of Manvia's Organisation Policy.
3. Will train and inform its employees for the provision of services in such a way as to ensure compliance with the above rules and procedures.
4. Has and has all relevant documentation, required and updated by the purchasing criteria.
5. Manvia shall have the right to terminate the established contract, if its rules and procedures of Prevention and Environment are not complied with, and the terminated company shall not be entitled to present the resulting right to compensation.

I also declare to comply with and enforce compliance with the points of this declaration.

At _____, at _____ of _____ of _____

Signature of the company representative