**Supplementary document – 241 Preventiondossier Contractors**

 **Please fill in this form and return it to your ENGIE - EMS person responsible**

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| **WORK TO BE CARRIED OUT** |
| [ ]  Overhaul [ ]  Assembly [ ] Supplies [ ]         |
| Description :       | Location:       |
| Start date:       | End date:       |
| Ordernumber:       | PREQ-Nr.:       |
| **CONTRACTOR IDENTIFICATION**  |
| Company name: |  | Tel:       |
| Address: |  | Mobilel:       |
| E-mail:  |       | FAX:       |
| Safety certificate | [ ] VCA Valid until: | Others:       |
| Quality certificate | [ ]  ISO-9001 |
| **CONTRACTORS PERSONS RESPONSIBLE** | **SURNAME, FIRST NAME** | **TEL. / MOB.** |
| Head of Safety department |       |       |
| External Health & Safety Department |       |       |
| Works doctor |       |       |
| Worksite supervisor |       |       |
| First Aid Provider 1 |       |       |
| First Aid Provider 2 |       |       |
| First Aid Provider 3 |       |       |
| First Aid Provider 4 |       |       |
| Person responsible for safety on worksite |       |       |
| Person responsible for accident investigation |       |       |
| Dutch-speaking person responsible in each team on site. See HSE-plan 4.2. | [ ]  Yes | [ ]  No |
| Operatives speak [ ]  Dutch [ ]  French | [ ]  English | [ ]  German |
| Max. N° of operatives: [ ]  DAY [ ]  EARLY [ ]  LATE [ ]  NIGHT |
| HSE-plan (contractor) present on site? | [ ]  Yes | [ ]  No |
| Persons with safety responsiblility/functions? *If Yes, attach copy of training and medical certificate* | [ ]  Yes | [ ]  No |
| Certificate, A1 form for foreign employees copy attached | [ ]  Yes | [ ]  No |
| LIMOSA-1 declaration for foreign employees (only applicable in Belgium) *copy attached* | [ ]  Yes | [ ]  No |
| **Organisational chart** for job described. If Yes, attach copy  | [ ]  Yes | [ ]  No |
| **Do you work with sub-contractors?**

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| If Yes, there must be a safety Agreement for each. This must be discussed with the subcontractor’s person responsible and a copy attached. |

 | [ ]  Yes | [ ]  No |
| Do you work with temporary employees? ( agency employees, young persons/job students)*If Yes, attach copy with surname, first name, jobtitle and job.*  | [ ]  Yes | [ ]  No |

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| **QUALITY OF OPERATIVES** |
| Operatives used for this job have more than 1 year of experience |  Yes [ ]  No [ ] *If No, attach copy with surname, first name, jobtitle and job.* |
| Practical training/test required beforehand? |  Yes [ ]  No [ ] *If No, attach copy with type of training/test + name of pers. responsible* |
| Work carried out on basis of Process sheet/Quality plan? |  Yes [ ]  No [ ]  |

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| **RISKS** |
| For this job, the Contractor works with: |
| Chemical reagents: *SDS attached* | Y [ ]  | N [ ]  | Own PPE’s – CBM’s | Y [ ]  | N [ ]  |
| Work in enclosed spaces cert. attached | Y [ ]  | N [ ]  | Compressed air lines | Y [ ]  | N [ ]  |
| Lifting equipment cert. attached | Y [ ]  | N [ ]  | Welding, cutting & burning | Y [ ]  | N [ ]  |
| Scaffolding/suspended scaffolding | Y [ ]  | N [ ]  | Gasbottles | Y [ ]  | N [ ]  |
| Transportequipment/MEWP | Y [ ]  | N [ ]  | Use of higher risk work equipmentEngie (see annex 1).  | Y [ ]  | N [ ]  |
| Electrical panels & installations | Y [ ]  | N [ ]  |       | Y [ ]  | N [ ]  |

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| **Waste materials produced?** If Yes*,*attach copy with list of types and quantities produced. | Y [ ]  | N [ ]  |
| Obligatory mentions? *If Yes,* attach copy. | Y [ ]  | N [ ]  |

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| **RISICOANALYZES IN ATTACHMENT ADDED** |
| Owner | Risk analysis & risk control measures for work and worksite environmental [ ]  OK |
| Contractant | Risk analysis & risk control measures for carrying out work! [ ]  OK |

**DECLARATION OF INTENT**

The **'CONTRACTOR'** hereby declares:

* To have taken note of the:
	+ For **B**: That he is familiar with the “Health, Safety & Environmental rules for contractors” carrying out of work ENGIE. Attached to the order, or available for download at:

[Algemene en specifieke voorwaarden | ENGIE](https://www.engie.be/nl/leveranciers/voorwaarden/production)

* + For **NL**: That he is familiar with the “Health, Safety & Environmental rules for contractors” carrying out of work ENGIE Energie Netherlands. Attached to the order, or available for download at: (<https://www.engie.nl/zakelijk/klantenservice/veiligheid>).
* That he has informed the Owner of the risks arising from carrying out the work, and has been informed by the owner of the risks specific to the work and the worksite environmental.
* That he will inform all his employees and the managers of his subcontractors about the contents of this document and its attachments before the work commences.

**Read & approved:**

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| --- | --- | --- | --- |
| Surname/first name | Function | Date | Signature |
|       |       |       |       |