

# NAM B.V. – Stand Alone Purchase Order

## HSSE Requirements – v1.2

In case WORK is performed on COMPANY Worksite (mode 1), or in case products/goods are delivered by CONTRACTOR to COMPANY (i.e. NAM) Worksite, then following HSSE requirements apply:

<b>NAM HSSE Requirements</b>	
<b>LEGISLATION</b>	
01.00.01	CONTRACTOR shall comply with all HSSE requirements imposed by applicable laws.
01.00.02	CONTRACTOR shall report to COMPANY immediately: <ul style="list-style-type: none"> <li>Any enforcement action taken against CONTRACTOR;</li> <li>Any complaint filed under HSSE legislation against CONTRACTOR while performing the WORK.</li> </ul>
<b>HSE MANAGEMENT SYSTEM</b>	
01.00.06a	In case WORK is performed on COMPANY WORKSITE then CONTRACTOR's HSSE management system shall be certified to VCA-Petrochemie or OHSAS 18001 as per COMPANY specification NAM-17.SP.01 "Certification requirements of contractor HSSE management systems". Please consult <a href="http://www.casos.nl/nam/hsse-library/">www.casos.nl/nam/hsse-library/</a> for the Company specifications.
<b>LIFE SAVING RULES</b>	
01.02.08	Breaching COMPANY's twelve (12) Live Saving Rules will not be tolerated and may ultimately lead to removal from COMPANY's WORKSITE.  The Life Saving Rules can be viewed on <a href="http://www.shell.com/sustainability/safety/personal-safety.html">http://www.shell.com/sustainability/safety/personal-safety.html</a>
01.02.09	PERSONNEL shall be able to demonstrate that they have been informed about the COMPANY's Life Saving Rules and that they have confirmed that these have been understood.
<b>HSE TRAINING, INDUCTION, MEDICAL, ACCESS TO SITE</b>	
01.03.20	Access to COMPANY offices requires NAM training as listed at <a href="http://www.namspecifiek.nl/">http://www.namspecifiek.nl/</a> <ul style="list-style-type: none"> <li>In addition will a valid passport / driving license be required.</li> </ul>
01.03.21	Access to COMPANY offices requires NAM training as listed at <a href="http://www.namspecifiek.nl/">http://www.namspecifiek.nl/</a> In addition will be required: <ul style="list-style-type: none"> <li>ID Card provided by COMPANY;</li> <li>Valid passport / driving license;</li> <li>Personal Safety Logbook (PSL) provided by CONTRACTOR or employer;</li> </ul> All training to be demonstrated by means of stamp in Personal Safety Logbook (PSL).
01.03.22	Travel and access to COMPANY managed offshore WORKSITE in the NL sector requires training as listed at NAM training at <a href="http://www.namspecifiek.nl/">http://www.namspecifiek.nl/</a> In addition will be required: <ul style="list-style-type: none"> <li>Valid passport;</li> <li>Personal Safety Logbook (PSL) provided by CONTRACTOR or employer;</li> <li>Current Medical certificate of Fitness; validity 2 yrs;</li> </ul> All training to be demonstrated by means of stamp in Personal Safety Logbook (PSL).
01.03.24	Access to COMPANY WORKSITE, identified as H2S (Hydrogen Sulphide) location, requires: <ul style="list-style-type: none"> <li>H2S Introduction training, NOGEPa course 0.8; validity 4 yrs, to be demonstrated by stamp in Personal Safety Logbook (PSL);</li> <li>No facial hair;</li> <li>Tested H2S detector close to the face (provided by COMPANY unless agreed otherwise);</li> <li>Escape mask (in accordance with COMPANY specification NAM-SAFOPS.SP.03, unless agreed otherwise).</li> </ul>
01.03.25	CONTRACTOR PERSONNEL, when taking the role of Permit-to-Work Applicant or Permit-to-Work Holder, require: <ul style="list-style-type: none"> <li>COMPANY Permit-to-Work training; validity 2 yrs;</li> <li>Frontline Leader Safety (FLS) training (Bewust Veilig Leidinggeven (BVL) training), if supervising three or more persons; validity 3 yrs.</li> </ul> CONTRACTOR PERSONNEL, when taking the role of Permit-to-Work Applicant, require: <ul style="list-style-type: none"> <li>VCA-VOL training for supervisors; validity 10 yrs.</li> </ul> To be demonstrated by stamp in Personal Safety Logbook (PSL).
<b>EMERGENCY RESPONSE</b>	
01.05.03	CONTRACTOR PERSONNEL shall participate in COMPANY emergency drills and exercises, if required.
<b>PERMIT TO WORK</b>	
01.05.18	CONTRACTOR shall use the NAM Permit to Work system on COMPANY WORKSITE, as defined in COMPANY's doc.no. NAM-71.WI.76.01.

<b>INCIDENTS</b>	
01.06.06	<p>CONTRACTOR shall notify COMPANY immediately of any HSSE incident, including near misses and significant potential incidents related to:</p> <ul style="list-style-type: none"> <li>• Harm to people;</li> <li>• Harm to the environment;</li> <li>• Damage to, or loss of, COMPANY, CONTRACTOR, SUBCONTRACTOR or Third Party assets (incl. theft);</li> <li>• Harm to COMPANY's reputation;</li> <li>• Security threats or breaches.</li> </ul> <p>CONTRACTOR shall co-operate fully with COMPANY and participate as necessary in any COMPANY investigation of HSSE incidents.</p>
<b>HOISTING &amp; LIFTING</b>	
04.10.01	Unless agreed otherwise with COMPANY, CONTRACTOR shall use lifting and hoisting companies approved by COMPANY for any lifting and hoisting operations on WORKSITE.
04.10.03a	<p>In case of any hoisting and lifting activities related to the WORK, then:</p> <ul style="list-style-type: none"> <li>• CONTRACTOR shall appoint a competent 'Person-In-Charge', who is responsible for planning, preparing, performing and supervising the lifting and hoisting operations;</li> <li>• The Person-In-Charge shall categorize each lifting and hoisting operation into routine, non-routine simple, non-routine complicated, or non-routine complex/critical;</li> <li>• CONTRACTOR shall ensure the application of the '10 Questions For A Safe Lift' during the toolbox talk or pre job meeting.</li> <li>• CONTRACTOR shall ensure that all lifting and hoisting equipment are marked or labeled with the date of inspection and preferably the date of next inspection.</li> </ul>
<b>PERSONAL PROTECTIVE EQUIPMENT (PPE)</b>	
04.11.02	<p>CONTRACTOR shall ensure that:</p> <ul style="list-style-type: none"> <li>• PERSONNEL are provided with sufficient and fit-for-purpose Personal Protective Equipment (PPE), including clothing (unless specifically agreed otherwise with COMPANY);</li> <li>• PPE is maintained in a good and clean condition;</li> <li>• PERSONNEL are trained to use PPE in a correct manner;</li> <li>• PPE requirements are indicated at entrance of WORK SITES with relevant safety signs.</li> </ul>
04.11.05	<p>On COMPANY WORKSITE, CONTRACTOR's PPE shall consist of, as a minimum:</p> <ul style="list-style-type: none"> <li>• Flame retardant (EN ISO 11612:2008 A-B1-C1) and antistatic (EN 1149/1/3) one-piece coveralls;</li> <li>• Safety footwear (EN 345 S3);</li> <li>• Safety helmet (EN 347);</li> <li>• Safety glasses (EN 166:2001).</li> </ul> <p>Requirements regarding specific PPE are further detailed in COMPANY specification UIE-SAFOPS.SP.16. Personal Protective Equipment (PPE) shall be fit-for-purpose and in good condition and provided at CONTRACTOR's cost.</p>
<b>SECURITY</b>	
05.01.11	CONTRACTOR shall consent to searching by COMPANY at COMPANY WORKSITE.
05.01.15	PERSONNEL working on or visiting COMPANY's onshore WORKSITE shall, before start of activities, apply for a COMPANY's ID card by which they will be registered in COMPANY's access control system. With this ID card access is given to onshore WORKSITES of COMPANY.
<b>ENVIRONMENTAL MANAGEMENT</b>	
06.00.01	<p>CONTRACTOR shall take all reasonable precautions to protect the environment. CONTRACTOR shall demonstrate/implement environmental controls to minimize the risk to the environment, in line with environmental impact assessment and environmental permit conditions.</p> <p>Where applicable, CONTRACTOR shall ensure that all SUBCONTRACTORS engaged in the delivery of the Scope of Work will have a formal system of environmental protection in place which is at least equal to that of CONTRACTORS.</p>
<b>ROAD SAFETY</b>	
09.04.01	Unless agreed otherwise with COMPANY, CONTRACTOR shall use logistic service providers approved by COMPANY for transporting products/goods from/to COMPANY WORKSITE.
09.04.02a	Vehicles with a weight of less than 7,500 kg shall be equipped with at least an Anti-lock Breaking System (ABS), Airbags and Vehicle Side Impact Protection. The need for an In-Vehicle-Monitoring-System (IVMS) is to be determined by means of a risk assessment.
09.04.02b	Vehicles with a weight of more than 7,500 kg shall be equipped with at least an Anti-lock Breaking System (ABS), an In-Vehicle-Monitoring-System (IVMS), side and rear under-run protection, and a reversing alarm.
09.04.02c	In case of an In-Vehicle-Monitoring-System (IVMS), CONTRACTOR shall use data obtained from IVMS to analyze and steer driving behavior by providing feedback to drivers.
09.04.03	Any land transport shall be load secured in accordance with Dutch law art. 5.18.6 'Regeling Voertuigen' and industry standard NEN-EN 12195.
	CONTRACTOR shall ensure, and be able to demonstrate, that PERSONNEL involved in load securing is trained accordingly.

09.04.06a	<p>Any driver shall:</p> <ul style="list-style-type: none"> <li>• NOT use a mobile phone in any way while driving. This includes the use of hands-free devices, texting (SMS) and any social media;</li> <li>• Have completed an Accredited Defensive Driving training, in case driving more than 7.500 km/yr. for COMPANY, refresher training at least every two years;</li> <li>• Conduct a visual roadworthiness inspection of the vehicle on a daily basis, incl. tires and windscreen;</li> <li>• Drive with vehicle lights switched-on during day time;</li> <li>• Prepare a 'Journey Management Plan' (JMP) and agree a driving and rest schedule for trips of more than four and a half (4.5) hour. Not allowed are driving more than ten (10) hours on a day or a combination of work and driving exceeding fourteen (14) hours;</li> <li>• Not use a motorbike with two or three wheels.</li> </ul>
<b>CHEMICALS</b>	
10.01	<p>All Chemicals supplied and/or used by CONTRACTOR shall be approved by COMPANY, unless quantity does not exceed 1 kg or 1 ltr, with a maximum storage on COMPANY WORKSITE of 10 kg or 10 ltr.</p>
10.02	<p>In case CONTRACTOR manufactures or imports chemicals, then CONTRACTOR shall comply with prevailing statutes as well as regulations and guidelines on evaluating and classifying chemicals (e.g. REACH).  All substances supplied by CONTRACTOR shall have been pre-registered / registered in accordance with REACH legislation and any chemical application areas under the contract must be covered by the substance exposure scenarios in the REACH registration process.  CONTRACTOR shall also ensure that, in line with REACH requirements, animal testing has been avoided or minimized in determining the effects of the chemicals that are to be supplied to COMPANY.</p>
<b>PRACTICAL INFORMATION ABOUT HEALTH, SAFETY AND ENVIRONMENT</b>	
	<p>CONTRACTOR shall work in accordance with guidance that can be downloaded from:</p> <ul style="list-style-type: none"> <li>• <a href="http://hseifenl.com/nl/hse-items/">http://hseifenl.com/nl/hse-items/</a></li> </ul>