

Requirements for suppliers of material and equipments

Bilaga VS-IN-01009-3

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**Together, we create the
safest workplace in Sweden!**

1 Purpose

This appendix presents the HSEQ requirements (Health, Safety, Security, Environment and Quality requirements) that Vattenfall Services Nordic AB sets for its suppliers of materials, clothing and equipment.

2 Requirements

In order for Vattenfall Services Nordic AB to reach their high standing goal of becoming Sweden's safest workplace, it is important that all suppliers help work to attain this goal. Therefore, it is very important to study the requirements that all must follow when working within and for Vattenfall Services Nordic AB. (VSN).

The bullet points below summarises the key requirements on you as a supplier when working for VSN. It's also important to have taken part and be fully conversant with and observe VSN's security, quality, environmental and health & safety documents, relevant to you as a supplier.

- Specific customer requirements may be added to the requirements in this document.
- For basic training requirements, see appendix VS-IN-01009-4 Training requirements for contractors and hired personnel.
- VS-IN-01009-1 Requirements for contractors and hired personnel must be followed for work and assembly at VSN's workplaces.
- More requirements can be found in the Code of Conduct for this document.

2.1 Mandatory requirements

Suppliers shall:

General/Quality (Q)

- take part of and communicate agreements and customer requirements to their own employees and subcontractors, consultants and hired personnel engaged by the contractor, and follow up that the requirements are met
- have procedures for ensuring compliance with laws and regulations

- have their own management system, or at least work in a systematic, structured and documented process pertaining to health & safety, environment, quality and security work
- ensure that their own personnel and subcontractors and carriers engaged by the supplier have the competency and training required for the assignment. The contractor/supplier must be able to present the necessary certificates/permits. For example, ADR training, the right type of driving licence where required, etc.
- must report their contracted carriers and subcontractors to VSN before the work is started. (to be reported before the contract is signed)
- where deemed appropriate, VSN has the right to refuse the use of specific suppliers/carriers and subcontractors
- where applicable, ensure that the product complies with the EU's standards for safety, health and environmental protection, i.e. be CE marked. For these products, a "Declaration of Conformity" must be provided. Where applicable, when the product is part of a group of machines or interconnected parts that work or are controlled as a unit, these shall be CE marked in their entirety
- have carried out the necessary delegations where delegations are required, e.g. registration of transport of hazardous waste
- ensure that tools, equipment and aids used by the supplier are in good condition, CE marked and checked/inspected as prescribed to ensure safe installation, unloading and loading where applicable
- at the workplaces for which VSN is responsible, random alcohol or drug testing may be carried out when there is reason to suspect that people are under the influence. Refusing to be tested is the equivalent of testing positive for drugs, and is treated as such. All workplaces for which VSN is responsible are non-smoking areas (also applies to e-cigarettes), therefore smoking is only permitted in designated areas
- make sure that your own personnel and subcontractors engaged by contractors, operating on VSN's construction site, have the construction industry's compulsory ID06-card and ensure on-site escorts where required. VSN must make equipment available for the electronic registration of personnel:
- registration must take place in the specified system
- as suppliers, you are responsible for ensuring that your personnel as well as your subcontractors, consultants or hired personnel observe the requirements for electronic registration
- suppliers will be liable to pay any fines imposed by the Tax Agency due to their failure to observe the legal requirements. This is regardless of whether it is your own personnel or subcontractors, consultants or hired staff who have failed to comply
- allow VSN to conduct audits within the supplier's company and cooperate when VSN performs assessments, inspections and audits, and provide access to the supplier's relevant documentation, workplaces and personnel. The supplier is responsible for its own costs in connection with these.

Work Environment (HS)

- have documented systematic work environment management or are certified in accordance with ISO-45001.
- in connection with delivery, counteract accident risks by investigating the work environment and implementing measures for identified risks
- upon request, be able to present a risk inventory and risk management regarding safe transport, installation and use to VSN
- inform VSN if risk management documentation is missing
- when delivering and carrying out work at VSN's workplaces, follow local safety and order regulations.

Environment (E)

- have documented environmental work in accordance with the requirements of applicable legislation

- place chemical substances in the designated place so that there is no risk of leakage. The location of a storage facility should take into account the risk of impact on soil and water and collision risks
- absorbents must be available and any spillage must be taken care of immediately
- use vehicles/equipment that are suited to the task in question from an environmental standpoint as well as from a usability standpoint. This means that:
 - equipment should be in proper condition so that the risk of adverse environmental impacts is minimised.
 - cars and lorries used in the project must run on Swedish environmental class 1 diesel or Swedish environmental class 1 petrol
 - regular and documented servicing of vehicles and work machines must be carried out as recommended by the manufacturer
 - motorised vehicles are allowed to idle for a maximum of one minute unless it is a prerequisite for carrying out their work, for example, when operating a crane
- transport must be coordinated as far as possible to minimise emissions and noise
- by 2030, only fossil-free domestic transport may be carried out and purchased.

Safety (S)

- observe access procedures
- sign a security protection agreement (SUA) when participating in security-sensitive operations.
- sign a data processing agreement where applicable
- follow instructions and procedures relating to fire safety and systematic fire protection work
- do not create unnecessary fire hazards that may result in the occurrence or spread of fire
- do not override fire protection functions and systems outside of applicable procedures
- report safety and fire protection deviations and incidents promptly. Consider information and security protection classifications when reporting security-sensitive events.

3 Revision History

Issue Number	Changes	Approved by
1 valid from 15/12/2021	New document	CEO