



Specification

Subject	2 – Purchasing Terms		
Specification	2.6 Instructions for contractors and hired companies		
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Attachment:

No.	Subject
1	Alarm Procedure
2	Hand tools for trade groups from mechanic – fitter
3	Procedure regarding driving entry for contractors

Buyer in *this* document is Sør-Norge Aluminium AS



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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 safety work.
- 1.5 *Buyer* has with his production and special installations a number of 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. The 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.

The Contractor shall review the general safety information like requisited courses etc.

2. Safety, health and working environment on construction sites

- 2.1 Builder Instruction no. 534 must be observed.
- 2.2 Contractor shall ensure that the construction site is marked and secured according to pertaining regulations.
- 2.3 *Unless otherwise agreed upon, the Contractor will remove their own waste. The waste must be sorted. The Buyer will assign an area for waste containers.*
- 2.4 Contractor must document training according to Labor Inspection's regulation no. 555 – Use of work equipment (Bruk av arbeidsutstyr) – is completed, if such equipment is used for the work.

3. General safety information

- 3.1 Persons using pacemaker must not enter the Pot rooms due to strong magnetic fields.
- 3.2 Be aware that propane 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 *Health and Safety Department (VS)* shall be notified, primarily the Safety Supervisor.



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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

- 6.1 Contractor is obliged to equip his employees with tools and equipment needed for the work. The mains voltage at *Buyer's* plant is 400V 3-phase and 230V 1-phase. Welding machine in use has to be for 400V. Exception: Small, double insulated welding apparatuses for 1-phase 230V. List of hand tools for trade group from mechanic-fitter is specified in attachment 2.
- 6.2 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 shall be replaced by the Contractor concerned.

7. Hiring of transport equipment

- 7.1 Hiring of cranes, forklifts or lifting equipment shall be arranged through *Buyer's* contact person.
- 7.2 Upon hiring of *Buyer's* forklifts/cranes, Contractor shall prove that the driver has driver/crane operator certificate in accordance with the instructions of Labor Inspection order no. 555 *Use of work equipment (Bruk av arbeidsutstyr)*. Forklift driver must also possess normal driver's license. On equipment which is marked with requirement for documented safety training, such training shall be carried out before the equipment are being used.
- 7.3 Contractor is responsible for possible damage that is caused upon hiring of forklifts/cranes.



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8. Work hours and time sheets

- 8.1 Contractor shall work between hrs. 7:00 a.m.- 4:00 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 has to be agreed upon in writing beforehand with the Officer in Charge.
- 8.4 *Clocking in shall be done with WinTid.* For work performed on an hourly basis, time sheets with the following information shall be completed: *Buyer's* order no., name of operator, work completed, and time period for completed work. Time sheets shall be signed by the Officer in Charge once a week. 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 with regard to the work performed and with the *Buyer's* order no. *Invoices to be forwarded to: invoice@soral.no.*
- 9.2 For work performed on an 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 have to 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.

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

- 11.1 When using own equipment during work in the Pot rooms, Contractor must ensure the following:
- 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 the *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,



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and/or if the equipment is recklessly placed on the ledge, the 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 pot room wall (Roadway in pot series, at every 10th pot).

12. Driving into the plant area

12.1 See attachment 3. *Buyer's* procedure regarding driving into the plant area for Contractors. In the case goods belonging to or brought from SØRAL are taken outside the plant, a requisition shall be at hand, written by *Buyer's* contact person, and this is to be presented unsolicited to the Gatekeeper. *Buyer's* contact person shall also send an e-mail to the Gatekeeper, and inform them about the requisition.

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: The hired company will document the competency of the personnel in question. SØRAL's Officer in Charge will decide if the person's competency/experience satisfies our requirements.

13.2 An apprentice can, in some cases, be used with the guidance of a qualified instructor. This shall be in agreement with the Officer in Charge for each individual case. Any possible compensation shall be agreed at the same time and be noted in the 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 the *Buyer's* plant area must have a normal driver's license, in addition to a forklift operator's license.

13.4 Foreign workers shall be approved by the *Buyer* 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 555, Use of Work Equipment, § 47, Requirements to Documented Safety Training, any EØS-citizen must apply to the Labor Inspection Authority for permission to use work equipment as prescribed in § 49, 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.



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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 the Contractor will be given special instructions regarding what circuit (s) may be disconnected at the specified time.

14.3 When electrical contractor use foreign labour 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 the *Buyer*, shall not be stopped without informing the Officer in Charge beforehand, in a reasonable time frame.

16. Confidentiality

16.1 The Seller's employee has to maintain the obligation of confidentiality regarding the *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, the *Buyer* has exclusive rights to the results from the project as it is being performed.

16.3 The Seller's employee(s) may not bring written work material or documents out from the *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 The Seller'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.

17. Requirement for safety/health personnel agreement

17.1 The contractor shall be affiliated with a Safety/Health personnel system for their employees (Safety/Health Personnel System) such as the requirements are described in AML § 3 and § 30.



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Attachment 1

ALARM PROCEDURE

CALL: **Emergency Telephone no. 5002**

GIVE FOLLOWING INFORMATION:

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

IMPORTANT PHONE NUMBERS

INTERNALLY: *Buyer's* Switchboard: 9
SØRAL 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



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Attachment 2

HAND TOOLS FOR TRADE GROUPS FROM MECHANIC – FITTER

- Slide Caliper
- Combination Spanner 10 - 32 mm.
- Screwdriver 4 – 16 mm.
- Phillips Screwdriver no. 0 – 4
- Large and Small Ball Hammer
- Tape Measure 2 m
- Telephone Line Cutters
- Wire Cutters
- Adjustable Wrench 7” – 21”
- Flat Chisel and “Contact Chisel”
- Allen Wrenches – mm and inches
- Steel Square
- Adjustable Pliers
- Hacksaw
- Centre Punch, Marking Awl
- Welding Machine 1-phase, 230 volt (Note: see point 6.1)
- Welding Mask
- Plumbing Line
- Cable Spool, min. 15 m
- Blow Torch
- Electr. Drill w/bit 1 – 12 mm.
- Pipe Wrench min. no. 92
- Socket set w/ratchet 10 – 32 mm.
- Level
- Angle Grinder
- *Work Lamp*
- *Headlight / Flashlight*

The tools mentioned above cannot be expected to be borrowed from the *Buyer*.

For fixed fee projects in which the Contractor is assigned their own work management and responsibilities, the 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.



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Attachment 3

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 validated.

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

3. PARKING

The marked parking spaces shall be used for parking. Any other parking shall be agreed with SØRAL'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 privileges.