	Procedure for Contractors and Visitors		Procedure No.	HSE-P13-GR
			Version	B
	Prepared by: Magdalena Stokłosa HSE Manager	Approved by: Agnieszka Drzyżdżyk President of the Management Board, CEO	Issue date:	03-04-2024

1. Purpose and application

The purpose of this procedure is to determine the rules for the external companies (hereafter referred to as Contractors) regarding work on the Alumetal Group's premises and to ensure proper supervision of safe performance of such work. In addition, the procedure covers such aspects as the risk for the Alumetal Group employees, Contractors' employees and visitors, environmental protection and the impact on energy efficiency of the Alumetal Group. The procedure is intended to organise the activities that both the Alumetal Group and the external company should perform before starting work on a site, during the work and after its completion.

The procedure applies to all companies within the Alumetal Group.


2. Scope of the procedure

The procedure shall apply to all companies within the Alumetal Group, as well as all organisational units of the company.

The same standard and level of Health, Safety and Environment (HSE) is expected of the Contractors and Contracted Service Providers as is expected of the Alumetal Group employees.

3. Definitions of terms used in the procedure


- a) **Particularly hazardous work** – work that poses a greater risk of accident compared to other types of work, due to its specification, the materials used or the local conditions in which it is performed. This refers also to work included in the list of particularly hazardous work (A).
- b) **Work with the potential for fire ignition** – work which may lead to the ignition of flammable, combustible substances (flame, spark, heat radiation, etc.) and any work which (without the presence of flammable, combustible materials in the workplace) creates a fire risk. This work is also considered in the local Fire Safety Instructions and the particularly hazardous work procedure (A).
- c) **Organisation representative** – an employee of the Alumetal Group.
- d) **OHS Coordinator** – a person who supervises the health and safety of all employees working at the same site in case employees employed by different employers are working at the same site at the same time.
- e) **Contractor** – Contractor, Service Provider – External company, partner, supplier of goods and services, construction and repair contractor, working on the premises of the organisation.

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- f) **Basic equipment** – basic personal protective equipment – i.e. helmet, work shoes with a toecap and anti-puncture insert, reflective waistcoat, safety glasses.
- g) **Safe Work Instructions (SWI)** – a document providing information about the methods of preventing hazards connected with the execution of construction works and the procedures to be followed if such hazards occur (referred to in Article 21a par. 2 of the Act of 7 July 1994).
- h) **Health and Safety Plan (BiOZ)** - a document describing the manner of performing a given construction task in terms of occupational safety, prepared on the basis of the requirements of the Regulation of the Minister of Infrastructure of 23 June 2003 on information concerning safety and health protection and the safety and health plan (Journal of Laws No. 120, item 1126).
- i) **HSE Plan** – a document specifying the scope of works that should be performed with consideration of the OHS rules required for those works.
- j) **Visitor** – any person who is not employed at the site but who is invited there by the representative of the organisation.


4. General principles

- a) The line management is responsible for ensuring that this document, as well as the contractor selection and monitoring processes, are implemented to ensure a safe workplace for both the Contractors and the Alumetal Group employees.
- b) It is necessary to appoint one person on both the Alumetal Group and the external company's side as the contact person for the other party for the duration of the work performed on the Alumetal Group premises. The contact details of such persons shall be included in the work permit. In case of shift work it is required to enter the details of the contact person responsible for the next shift as well. This person should be informed of such a provision in the work permit.
- c) The Contractor shall cooperate on regular basis with the OHS&E department to ensure continuous improvement in the areas of Health, Safety and Environment. The Contractor shall ensure that management is involved and concerned with Health, Safety and Environmental issues at all stages of the work. The same obligation applies to the Contractors if the Contractor employs Subcontractors to conduct part of the scope of work.
- d) Services performed by the Contractors on the Alumetal Group's premises may only be provided on the basis of a concluded contract for the performance of such work or a written order issued. The contract/order shall contain relevant information on the planned scope of work, the responsibilities of the Contractor and the Employer, an indication of the representative of the organisation on behalf of the Alumetal Group The


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list of employees shall be provided no later than 24 h before the commencement of the planned work.

- e) The representative of the Alumetal Group organisation indicated in the contract/work order concluded with the Contractors - is obliged to provide the Contractors with this procedure so that they can familiarise with its scope prior to the commencement of the work. In the annex to the contract or the order form, the employees of the external companies shall confirm with their signature that they have familiarised with the contents of this procedure and other instructions related to the planned work.
- f) The Contractor shall be responsible for familiarising all employees on behalf of the Contractor who perform the order to the extent provided for in the work contract with this procedure.
- g) The Contractor shall also be responsible for the proper performance of the order in accordance with the provisions of the work contract, including the obligation to properly secure the work site, equipment, machinery and devices in a manner that complies with the applicable OHS regulations and principles, as well as ensure that no unauthorised persons have access to the order.
- h) Within the scope of the order, the Contractor is also obliged to develop and comply with the SWI, fill in the SJA (Safe Job Analysis) file (B) attached to this procedure. In special cases, the Contractor is also obliged to prepare an HSE plan.
- i) If the risk assessment for the work has the same scope as the SJA in the SWI document – an additional risk analysis is not required.
- j) The Contractors who regularly perform work on the Alumetal Group's premises are obliged to participate in the HSE training for the Contractors at least once a year. A record of the validity of Contractors' training (I) is available in the Security Office and the OHS&E department. It is required to define a list of regular work performed by such Contractors. If these companies perform non-standard tasks, which are not indicated in the list of work – it is necessary to fulfil the same conditions as in the case of new Contractors before performing such work.
- k) If the Contractor does not comply with the regulations/rules concerning environmental protection, occupational health and safety and fire protection, the Alumetal Group is entitled to request the Contractor to:
 - stop work until the non-compliance is rectified,
 - remove the entire personnel from the Alumetal Group premises on a day concerned,
 - impose a time-limited (maximum 1 year) ban on access to the Alumetal Group premises,
 - impose an unlimited ban on access to the Alumetal Group premises for an employee who has been under the influence of alcohol and/or psychoactive substances and to call the police when such an incident is detected,


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- impose an unlimited ban on access to the Alumetal Group's premises in the event of repeated violations of health and safety regulations and rules, exposing employees to loss of health and/or life, and exposing the Employer to significant financial losses as a result of actions that are not in compliance with the health and safety regulations and rules.
- l) The representative of the Alumetal Group organisation shall be responsible for providing information by e-mail to the relevant OHS&E Specialist and the relevant Plant Manager regarding the scope of planned work to be performed by the Contractor, the location of such work and the planned commencement date, as well as information on the Contractor's employees assigned to perform such work.
 - m) The Contractor performing work on the Alumetal Group's premises shall be obliged to provide the Alumetal Group's commissioning entity, no later than on the day of commencement of such work, with a Contractor's statement (C) confirming that the employees have valid medical certificates of fitness for work, valid certificates of completed OHS training, relevant authorisations for the performance of particular work, including licences to operate certain machinery/equipment. The statement submitted by the Contractor shall also confirm that the machinery and equipment used for work has been inspected and is in good working order, and that the Contractor is familiar with the safety data sheets for the substances used when performing the individual works. In special situations, the local OHS&E Specialist is entitled to require the Contractor to submit the above-mentioned documents for review. It is obligatory to provide the licences for the operation of handling equipment (e.g. forklifts, overhead cranes) and the Polish Electricians Association certificates – in the case of work on electrical installations.
 - n) The representative of the Alumetal Group organisation shall, by e-mail or in person, forward the statement (C) of the Contractor's employee licences to the competent OHS&E Specialist in charge on the Alumetal Group premises where the work is to be executed by the Contractor concerned.
 - o) The representative of the Alumetal Group shall complete the appropriate work permit (D) and deliver it to the relevant OHS&E Specialist at the latest on the day the work is to be commenced by the Contractor concerned. It is permitted to place an endorsement on the work permit if the scope of work, the method of protection and its location do not change.
 - p) In the case of particularly hazardous work, the representative of the organisation shall provide the Contractor with a completed permit for such work – in accordance with the applicable law. The detailed scope of the safety supervision when performing such work is specified in the provisions of the particularly hazardous work procedure (A).
 - q) When performing work with the potential for fire ignition, the representative of the organisation shall complete and submit for review to the competent OHS&E Specialist the permit to perform such work. The detailed scope of monitoring of such work is

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defined in the particularly hazardous work procedure (A) and the provisions of the Fire Safety Instructions.


- r) The representative of the Alumetal Group organisation shall appoint a OHS Coordinator after consultation with the relevant OHS&E Specialist and the relevant Plant Manager. The duties of the OHS Coordinator are defined in section 5 of this procedure. The OHS&E Coordinator shall be appointed in writing in accordance with the agreement template (E). The appointed OHS Coordinator is obliged to have valid OHS training. The local OHS&E Specialist shall not be appointed as a OHS Coordinator. If work is performed on different shifts, the function of OHS Coordinator on each shift may be delegated to successive persons, but this must be recorded in the work permit and the persons concerned must be accordingly notified.
- s) The OHS&E Specialist is entitled to request that the Contractor's employees are not allowed to work or that their work is suspended in the event of:
- Lack of adequate information from the representative of the Alumetal Group organisation on the date of performance of the planned work, the scope of the work, the exact location of the work and the list of employees assigned to perform the work on behalf of the Contractor,
 - Performance of the work by the Contractors who have not participated in the appropriate internal OHS training provided by the competent OHS&E Specialist in charge at the site where the work is performed,
 - Failure to obtain scans/copies of a statement that the Contractor's employees have valid medical certificates, valid certificates of completed OHS training, licences to perform work or operate the particular machines and equipment to be used,
 - Performing of work by the Contractor's employees using machines, devices, equipment owned by the Alumetal Group, without proper authorization to use the above-mentioned equipment during the execution of the order,
 - Performance of work by the Contractor's employees using machines, devices and equipment without applicable licences and authorisations for their operation,
 - Performance of work not in compliance with applicable health and safety regulations and rules, as well as procedures and instructions which were provided to the Contractor's employees.
 - Repeated non-compliance with remarks and instructions provided by the relevant OHS&E Specialist during the work performed by the Contractor's employees.
 - Performance of work by the Contractor that exceeds the scope specified in the contract/order and work permit (D).
 - Failure to appoint an OHS Coordinator where appropriate.

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- Interference with ongoing work performed by different Contractors at the same time.
 - Each time the work of the Alumetal Group employees is disturbed or in the case of a serious threat to the safety of the process normally performed in the Plant where the Contractors' work is conducted in parallel.
- t) The OHS&E Specialist is obliged to inform the representative of the Alumetal Group organisation and the OHS&E Manager whenever irregularities in work of an external company are detected, work is not allowed, or work is stopped.
- u) If the OHS&E Specialist receives information about the work of several Contractors at a given site, at a similar time, the OHS&E Specialist is obliged to determine with the representatives of the Alumetal Group organisation the details regarding the execution of such work, the locations where it will be performed and the assessment of possible interference of the Contractors concerned during the execution of the tasks defined in the contract.
- v) If possible, the OHS&E Specialist shall arrange one date for internal OHS training for all Contractors who will start work on site at the same time. The representative of the Alumetal Group organisation shall, if possible, help to arrange one training session for all employees.


5. Responsibility

Entity	Responsibilities
Representative of the Alumetal Group organisation	<ul style="list-style-type: none"> – Ensuring that contractual provisions are made regarding the scope, type, timing and location of the work, – Ensuring that a SWI is created and implemented, and that copies of these documents are forwarded electronically or on paper to the relevant OHS&E Specialist, – In the case of construction work – ensuring that a BIOZ is created and implemented, and that copies of these documents are forwarded electronically or on paper to the relevant OHS&E Specialist, – Sending to the Contractor a statement of the validity of the necessary documents and relevant documentation (e.g. this procedure, safety instructions, forms to be filled in), – Informing the Contractor that documents and authorisations must be shown for inspection, e.g. medical certificates of employees, licences to operate


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	<p>machinery and equipment and other documents related to the scope of the planned works,</p> <ul style="list-style-type: none"> – E-mail notification to the relevant OHS&E Specialist of the planned commencement of the work, its scope and location, – Completing the Contractor's work permit, – Forwarding the statement together with the Contractor's work permit to the OHS&E Specialist, – Appointing, together with the relevant OHS&E Specialist and the relevant Plant Manager, an OHS Coordinator and completing an agreement in this regard, – Providing the OHS Coordinator with relevant information regarding the scope of work performed by the Contractor, its location, completion date, the list of employees performing the work and other information that the OHS Coordinator will require in order to properly supervise the work concerned, – Regular monitoring of the compliance and safety of the execution of work, as stipulated in the contract and permits issued, – Informing the site security personnel of the Contractor's planned time of arrival and arranging details regarding the Contractor's entry to the site.
OHS&E Specialist	<ul style="list-style-type: none"> – Verification of the documents regarding the Contractor's employees for validity and compliance with the planned scope of work, – Appointment, together with the representative of the Alumetal Group organisation and the Plant Manager – OHS Coordinator, – Cooperating with the representatives of the Alumetal Group organisation to establish the details of work performed by various Contractors and Subcontractors at the same time, – Cooperating with the representatives of the Alumetal Group organisation to arrange a convenient date for all Contractors of one training session, for groups commencing work at the same time, – Conducting internal OHS training for the Contractor's employees, – Including in the training session the obligation to provide information according to Article 2071 of the




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	<p>Labour Code (e.g. hazards, procedures in the case of accidents and situations endangering health and/or life, first aid, fire protection and evacuation, etc.),</p> <ul style="list-style-type: none"> – Conducting ad hoc inspections of the sites where the Contractors are performing their work. – Suspending any work of the Contractors when violations of health and safety regulations and rules that pose a threat to human health and life are indicated, – Requesting the removal of the external company from the site in case of situations that pose a threat to the health or life of people, repeated non-compliance, intoxication of the Contractor's employees, etc.
Plant Manager	<ul style="list-style-type: none"> – Supervising the safety of the work performed by the Contractors, – Suspending any work of the Contractors when the work interferes with normal work conducted at the site, – Suspending any work of the Contractors if its further performance poses a high risk of a hazardous event, accident, – Suspending any work of the Contractors if they are under the influence of alcohol, intoxicants, or it is suspected, – Informing the OHS&E Specialist of any suspicions concerning the accuracy of the work performed by the Contractors, – Informing the representative of the Alumetal Group organisation of any irregularities identified during the supervision and whenever the Contractor's work is stopped, – Appointment, together with the representative of the Alumetal Group organisation and the OHS&E Specialist – OHS Coordinator,
OHS Coordinator	<ul style="list-style-type: none"> – Cooperating with the representatives of the Contractors, the Plant Manager, the Managers of the various departments, the representative of the Alumetal Group organisation and the OHS&E Specialist to ensure the safe work performance and to avoid interference during its execution by the various employers.

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	<ul style="list-style-type: none"> – Not allowing methods of work that directly threaten the life or health of employees; – Immediately suspending any work in case of a direct threat to the life or health of employees and to take measures to remove this threat; – Removing from work any employee who does not comply with the health and safety regulations and rules. – If it is necessary to disconnect utilities for the duration of scheduled work by the Contractors and Subcontractors – informing the Plant Manager and the Maintenance Department of such plans and following the requirements of related procedures and instructions, – Participating in the determination of the scope and sequence of work and submitting comments, – Cooperating with the supervisors and OHS departments of the respective employers.
Security guard	<ul style="list-style-type: none"> – Issuing a pass - upon verification of the Contractor in accordance with information provided by the representative of the organisation, – Informing Contractors and Visitors entering the organisation's premises of the rules of movement in external areas and use of car parks, – If the Contractor is bringing equipment onto the site, such information should be included in the relevant list, – Reporting irregularities related to the work of the Contractors, including forwarding company drivers, to the representative of the organisation, – Registering Contractors entering the site, – Informing the representative of the organisation and administrative specialist by phone of the arrival of the Visitor, – Ensuring that the Visitor's entry and exit is registered in the Visitors and Contractors Book.
Contractor	<ul style="list-style-type: none"> – Completing and submitting by e-mail the document templates sent by the representative of the organisation at the bid collection stage, – All employees of the Contractor (including its Subcontractors) shall comply with the safety rules and

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	<p>any additional requirements set out in this document and by the representative of the organisation and the HSE Specialist.</p> <p>– Any person in charge of the work on behalf of the Contractor shall be responsible for the work safety and the execution of the work in accordance with the health and safety regulations and rules, as well as the Alumetal Group's internal regulations.</p>
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6. Execution

6.1. Contractor

6.1.1. Pre-qualification of Contractors

1. All contractors / bidders should be pre-qualified prior to commencing work. The purpose of pre-qualification is to ensure that contractors are able to complete the task following all OHS&E requirements.
2. Procedure for Contractor pre-qualification:
 - Together with the request for proposal, the representative of the organisation shall send this procedure and the document "Safety Rules for Contractors and Visitors of the Alumetal Group" to the potential contractor and shall collect information on the ISO systems implemented, the number of employees and the number of accidents for the past year.
 - The contractor shall provide information to questions in the field 'Health and Safety Data' included in the 'Bidder Selection Protocol' (F). The information is sent to the representative of the organisation, and further to the relevant OHS&E Specialist for approval – the representative of the organisation will receive an e-mail back from the OHS&E Specialist with feedback whether the information is accepted or not.
3. In the case of contractors who has commenced cooperation prior to the implementation of the changes in this procedure, the representative of the organisation shall send this procedure and the "Safety Rules for Contractors and Visitors of the Alumetal Group" for review.
4. In order to confirm acceptance of the obligations contained in the submitted documentation, the contractor shall sign the complete documentation required by this procedure, together with a statement (C), and deliver it to the representative of the organisation prior to the commencement of work on site.

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NOTE!

The Contractor may provide a statement confirming the ability of the designated employees to perform work and the validity of their OHS training.



The licences required to perform work (overhead crane operation, forklift operation, welding, etc.) must be checked by a competent OHS&E specialist no later than the day the Contractor starts work on the organisation's premises.

6.1.2. Safe Job Analysis

1. Whenever external companies commence work, a Safe Job Analysis (B) form must be completed prior to the commencement of work. The exact scope of completing this document is set out in the Work Permit Scheme Procedure (H).
2. The representative of the organisation shall each time coordinate the work planned with the OHS&E Specialist, who may decide that, due to the low risks generated during the anticipated work, the Contractor may waive the obligation to prepare a Safe Job Analysis. In such cases, the hazards identified for work and risks associated with it are discussed in detail during the OHS training on site and when completing the Work Permit (D) form.

6.1.3. Training for Contractors

1. All Contractor's employees assigned to perform the work on the organisation's premises must participate in training conducted by the relevant OHS&E Specialist or, **in their absence, by a representative of the organisation.** The training shall be organised at the latest on the day the Contractor's employees enter the site to start work. **The fact that the training has been completed must be recorded on the SP form.**
2. The training is valid for no more than 1 year. After this time, the training shall be considered overdue and refresher training shall be arranged. The relevant OHS&E Specialist shall supervise the validity of the Contractor's employee training. The Security Guard shall have access to the list of the Contractors with regard to the validity of training. In case of expired training – the training shall be repeated immediately before the Contractor's employees commence work.
3. The fact that the Contractor's employees have participated in the training and have been familiarised with all health and safety aspects relating to the performance of certain tasks shall be recorded on the "Training Form" (G).

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6.1.4. Contractor's employees


1. The Contractor's employees may only be allowed to work on the organisation's premises after the OHS&E Specialist has positively accepted all the documentation described in para. 6.1.1.
2. The Contractor's employees are required to register their visit in the Security Office each day prior starting the work. For this purpose, the Security Guard may request an identity document. After registering the employee, the Security Guard shall issue a pass entitling the employee to enter the premises. This shall not apply to companies that perform tasks on the Alumetal site for more than 1 week.
3. The Security Guard as well as the representative of the organisation has the right to refuse the Contractor access to Alumetal Group's premises without giving any reason.

6.1.5. Work Permit

1. Prior to any work on the organisation's premises, a designated employee of the contractor shall meet with the representative of the organisation to discuss and complete a "Work Permit" (D) form in two copies. During the meeting, the safety rules that must be implemented when conducting the work shall be discussed. The "Work Permit" (D) form must be available for review at all times at the Contractor's place of work.
2. Work performed without a completed and granted "Work Permit" (D) will be treated as a violation of applicable safety regulations and will be suspended immediately. As a consequence, the Contractor's employees will be removed from the site.
3. In addition, for work defined as particularly hazardous and requiring two persons, there are additional "Hazardous Work Permit" forms, which provide details of the safety requirements when performing such work. Work identified as particularly hazardous in the organisation (according to the Hazardous Work Procedure (A)):
 - work in confined spaces,
 - work on energy equipment and installations,
 - work at height,
 - work with the potential for fire ignition,
 - construction, demolition, renovation, and assembly work in operating or partly operating production facilities,
 - work with hazardous materials.

6.1.6. Notification of work performed by the Contractor

1. The representative of the organisation is obliged to notify the Plant Manager in charge about the date of commencement of the work, each time at least 24 hours prior to the

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commencement of the work (except in emergency situations, when external companies are called in immediately).

- In addition, the Security Representative completes the entry on the "Contractor's Work Board" – specifies the location of the work and the type of Contractors, the number of employees, the start and end time of the work.
- The area where Contractors are performing their work should always be marked using white and red or yellow and black tape. This shall not apply to companies performing work on the premises of the Alumetal Group Plants on a daily basis. In this case, however, it is necessary to consult the OHS&E Department –whether a separated work zone is necessary.
- In the case of work at height, it is recommended that work areas be permanently cordoned off - e.g. with barriers or fences, wherever possible.
- Bystanders are prohibited from entering the Contractors' work areas.

6.1.7. Monitoring and control of Contractors

- The process of supervision of the Contractors is regularly reviewed through internal audits, safety walks and inspections by the representative of the organisation and the OHS&E Specialist.
- The Contractors performing the contracted work on the Alumetal Group's premises are also controlled by an employee employed by the Alumetal Group, indicated in the work permit (D).

6.2. Forwarding company

6.2.1. Familiarisation with safety rules

- The representative of the organisation shall send the document "Safety Rules for Contractors and Visitors of the Alumetal Group" to the forwarding companies cooperating with the plant.
- In order to confirm the familiarisation with the provisions of the document, the owner of the forwarding company must sign it and return it to the representative of the organisation.

6.2.2. Drivers of forwarding companies

- Each time a driver enters the premises of the organisation, they are obliged to register in the Security Office.
- The Security Guard shows the driver a place to park the car, the Weight Office provides information on the loading/unloading area. The Security Guard directs the driver to the


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logistics department for further information and documents. The Security Guard gives the driver a form with information on the location of the unloading/loading areas on the site and containing basic safety rules.

3. The Security Guard as well as the representative of the organisation has the right to refuse the driver access to Alumetal Group's premises without giving any reason.
4. The drivers prepare the vehicle for unloading/loading. Once the vehicle has been prepared, all drivers of forwarding companies should remain in the vehicle cabin while waiting for the loading/unloading operation. The drivers must comply with the health and safety regulations, otherwise the Security, the Representative of the Organisation or the OHS&E Specialist may decide to remove them from the company's premises.
5. The Security Guards notify the transport companies of the required personal protective equipment:
 - Work shoes with a toecap and covered heel,
 - Work clothes that cover the body and limbs up to the ankles and wrists,
 - Helmet,
 - Reflective vest,
 - **Safety goggles.**
6. During loading/unloading, the driver is obliged to observe the safety rules and follow the instructions of the Organisation Employee.
7. Otherwise, the Organisation Employee is obliged to stop the operation in progress and to notify the supervisor and the Security Guard of the driver's non-compliance.
8. **If the supplier performs on-site operations that exceed the standard unloading operation (takes part in the work), procedure (H) should be followed.**

6.2.3. Monitoring and control of drivers

1. The process of supervision of the drivers is regularly reviewed as part of the internal audits, safety walks and inspections by the representative of the organisation and the OHS&E Specialist.
2. If the Contractor violates the health and safety rules and regulations, this should be recorded in an e-mail/report send to the Contractor and the Representative of the Organisation.
3. In case of gross violations that pose a threat to the health and life of people, work must be stopped immediately, and the danger removed. If this is not possible – people and property must be evacuated.
4. If the driver repeatedly fails to comply with the health and safety regulations and rules – the driver may, at the request of the OHS&E Specialist and/or the OHS Coordinator, be removed from the site.
5. The Plant Manager in consultation with the Representative of the Organisation and the Head of OHS&E shall decide on the final expulsion of the driver from the site.

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	Prepared by: Magdalena Stokłosa HSE Manager	Approved by: Agnieszka Drzyżdżyk President of the Management Board, CEO	Issue date:	03-04-2024


6.3. Visitors

1. The Representative of the Organization may send to the invited visitor the document "Safety Rules for Contractors and Visitors of the Alumetal Group" containing basic information on the safety rules at the respective plant and/or an **information brochure**.
2. If the visitor is not able to read the above documents in advance, **the visitor is obliged to read the information brochure available in the security office.**
3. The representative of the organisation notifies the Security Office and the Administrative Specialist of the planned arrival of the visitor.
4. After parking the vehicle, the visitor goes to the security office, where his/her arrival is registered in the visitor's book. **In addition, the visitor will receive a "Visitor Card" (J) from the Security Officer, which they have to read and sign before entering the premises.**
5. The Security Guard informs the Administrative Specialist and the representative of the organisation of the visitor's arrival.
6. The representative of the organisation should pick up and escort the visitor from the plant/office premises to the Security Office.
7. The representative of the organisation is obliged to:
 - familiarise visitors with the rules to be observed when moving around the site and ensure that these rules are followed;
 - inform visitors about hazards and risk assessment, this information can be found in the document "Safety Rules for Contractors and Visitors of the Alumetal Group".
 - ensure that visitors properly use Personal Protective Equipment,
 - inform visitors about the ban on smoking outside designated areas and the ban on taking pictures on the premises without the permission of the Plant Manager,
 - inform the visitors on the rules of the Evacuation Procedure,
8. If the visitor does not have any of the PPE required on site, they should inform the Representative of the Organisation, who will equip the visitor with the necessary PPE.
9. If the representative of the organisation plan to visit the plant with the visitors, it is required to inform the Plant Manager and OHS&E Specialist in advance.
10. **The representative of the Alumetal Group is obliged to confirm the exit of the visitor on a form (J).**
11. **Visitor cards are archived for at least one year.**

7. Related documents

This document is based on Hydro Directive GP-03-03-13 Contractor Management.

Ref.	Document name	Document No.
A	List of particularly dangerous works	HSE-P19-GR
B	Safe Job Analysis	HSE-F34-GR
C	Contractor's Statement	HSE-F36-GR

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D	Work Permit	HSE-F35-GR
E	Appointment of the OHS Coordinator	HSE-F31-GR
F	Bidder Selection Protocol	HSE-F32-GR
G	Training Form	HSE-F20-GR
H	Procedure – Work Permit Scheme	HSE-P29-GR
I	Register of Validity of Contractor Training	HSE-F88-GR
J	Visitor's Card	HSE-F30-GR

8. Records

Ref.	Retention period	Responsible
A	Current version	OHS&E representative
B	1 year	Representative of the organisation
C	1 year	Representative of the organisation
D	1 year	Representative of the organisation
E	1 year	Representative of the organisation
F	1 year	Representative of the organisation
G	1 year	Representative of the organisation
H	Current version	OHS&E representative
I	1 year	OHS&E Department Representative of the organisation
J	1 year	Administrative Specialist

9. History of changes

Version	Issue date:	Description of changes
A	29-12-2023	First edition of the procedure
B	03-04-2024	Update of procedure – addition of mandatory use of safety glasses, clarification of paragraph on training of contractors, forwarding drivers, risk analysis, visitors and records. Update of form HSE-F35-GR. Addition of form HSE-F30-GR.