

ANNEX 18: SUMMARY OF DOCUMENTATION AND ACCESS STANDARDS**1. GENERAL STANDARDS**

All Providers accessing NAVANTIA premises, and any other external premises where NAVANTIA might so require, must first have been evaluated in accordance with the NAVANTIA Provider Evaluation Procedure, and contracted to perform the corresponding work/service.

Those service providers whose workers are working on NAVANTIA premises must: provide all documents indicated for access, with the frequency indicated for each of them, report any modifications that might occur in their relationship with Navantia and serve notice of the deregistration of workers in order to disallow entry into our facilities.

If the Provider needs to subcontract some of its work, it will present a written Subcontracting Request (Annex P-APR-CAL-003.02) to the Business Unit Purchasing Department, which must be authorised by the Business Unit Head of Purchasing. The proposed companies must be evaluated by Navantia, and subcontracting will be permitted only up to the 2nd level

Access will not be authorised by AI personnel hired via a temporary employment agency, nor bursary holders.

2. WEB PLATFORM – SUPPLIER PORTAL

The Supplier Portal is the online application used to process and administer auxiliary industry documentation as required to authorise entry to NAVANTIA Centres. The auxiliary industry operator must request authorisation for access to this portal on the part of any users so requiring, by sending an email to the OCA with proof of ID (National identification, Passport or ID card), fully name (first, middle and surname), contact number and email address.

oca_madrid@navantia.es
oca.cartagena@navantia.es
oca.bc@navantia.es
oca.fe@navantia.es

The auxiliary industry will upload via the website all documentation required, regarding the company and the workers, both its own and also with regard to subcontractors, sufficiently in advance, it being an essential precondition in order to access the Centres and, where applicable, to perform the activity for which it was contracted or subcontracted, that NAVANTIA have validated all the documentation required.

3. DOCUMENT REQUIREMENTS

All providers, prior to the commencement of any activity, and periodically as indicated for each of the documents, must present Navantia with the following documentation via the OCA, who will inform them of the means for this, depending on the type of Supplier:

3.1. AUXILIARY INDUSTRY PROVIDERS

	ANNEXES P-APR-CAL-003	DOCUMENT TYPE			DESCRIPTION	EXPIRES	FREQUENCY	REMARKS
		FERROL STUARY (FE)	CADIZ BAY (BC)	CARTAGEN A (CA)				
DOCUMENTS PER SUPPLIER								
RISK PREVENTION / ENVIRONMENT DOCUMENTATION								
IN ALL CASES	ANNEX 1	E-PRL46	E-PRL56	E-PRL16	Affidavit	X	ANNUAL	This document is compulsory to start processing the data, so it must be delivered in the first place.
		E-PRL10	E-PRL07	E-PRL09	Prevention Plan	X	ANNUAL	Signed by the company's supervisor, including: risk assessment, preventive action planning and organisational chart with functions and responsibilities regarding prevention at Navantia.
	ANNEX 4	E-PRL15	E-PRL12	E-PRL17	Appointment of resources for prevention purposes Appointment of Occupational Risk Prevention Coordinator Appointment of Environmental Supervisor Appointment of Managers (Work Supervisors)	X	ANNUAL	The document is valid for 1 year, if new persons are appointed, they must be added to the document already submitted, which they must sign and include the date of their appointment.
		E-PRL02			Occupational accident and disease insurance coverage	X	EVERY THREE YEARS	
	ANNEX 6	E-PRL31	E-PRL51	E-PRL01	Occupational Risk Prevention Check-list.	X	EVERY THREE YEARS	This must be signed by the company manager and duly stamped.
ANNEX 5	E-PRL45	E-PRL55	E-PRL25	Environmental Check-list.	X	EVERY THREE YEARS	This must be signed by the company manager and duly stamped.	
DEPENDING ON THE PREVENTION MODALITY								
INTERNAL / JOINT RISK PREVENTION SERVICE		E-PRL05			Certificate of incorporation of Internal / Joint Risk Prevention Service			
		E-PRL20			Certificate of having passed an external prevention audit.	X	DOCUMENT	
EXTERNAL PREVENTION SERVICE		E-PRL03			Service Provision Agreement with the External Prevention Service			including all four specialities
		E-PRL04			External Prev. Service Proof of Payment	X	DOCUMENT DATE	Receipts for all contracts and indicating frequency. The first expiry date shall be included.
MIXED (INTERNAL-JOINT R. P. SERVICE + EXTERNAL R. P. SERVICE)		E-PRL05			Certificate of incorporation of Internal / Joint Risk Prevention Service			
		E-PRL20			Certificate of having passed an external prevention audit.	X	DOCUMENT DATE	
		E-PRL03			Service Provision Agreement with the External Prevention Service			Contracts regarding not-undertaken specialities
		E-PRL04			External Prev. Service Proof of Payment	X	DOCUMENT DATE	Receipts for all contracts and indicating frequency. Set as the expiry date that of the one with the earliest expiry
APPOINTMENT OF WORKERS		E-PRL48	E-PRL58	E-PRL18	Appointment certificate of workers (App. Of workers)			
		E-PRL20			Certificate of having passed an external prevention audit.	X	DOCUMENT DATE	
ASSUMED BY THE EMPLOYER		E-PRL22			Sworn Declaration by the employer accepting responsibility for risk prevention			
SOCIO-OCCUPATIONAL DOCUMENTATION								
IN ALL CASES		E-SL03			Proof of being up to date with Social Security payments	X	QUARTERLY	This must be signed and duly stamped by the corresponding manager.
		E-SL31	E-SL51	E-SL01	ITA + RLC + RNT + Proof of Payments	X	20 th DAY OF EVERY MONTH	Attach ITA, RLC, RNT, receipt of payment and deferral of fees, if applicable.
ADDITIONAL DOCUMENTATION								
CIVIL WORK SUBJECT TO Royal Decree 1627/97		E-DOC30			REA - Registry of Accredited Companies	X	DOCUMENT DATE	
WORKS WITH ASBESTOS		E-DOC31			RERA - Registry of Companies at Risk of Asbestos	X	DOCUMENT DATE	
WORKS WITH TOXIC SUBSTANCES		Safety data sheets must be included in the Preventive Plan of the Order.						
TECHNICAL VISIT	ANNEX 9	E-DOC35			Technical Visit Request			visits to works or auxiliary industry start w/o working
DOCUMENTS PER ORDER								
IN ALL CASES	ANNEX 3	P-PRL01			PREVENTIVE PLAN OF THE ORDER - MUST INCLUDE: - CHEMICAL PRODUCT SAFETY DATA SHEETS (IF USED)			In the event of substantial changes to the data provided in this document
CIVIL WORK SUBJECT TO Royal Decree 1627/97		P-PRL01			- Appointment certificate of the Health and Safety Coordinator - Works Plan - Approval of the Plan by the Health and Safety Coordinator - Opening of the work centre - Authorisation for commencement of works by the Health and Safety Coordinator			
IF SUBCONTRACTOR	ANNEX 2	P-AS01			AUTHORIZATION FOR SUBCONTRACTING	X	DOCUMENT DATE	Attach the contractual document between both parties and update the ORDER PREVENTIVE PLAN-P-PRL01 including the subcontractor
DOCUMENTS PER WORKER								
IN ALL CASES	ANNEX 7	T-SL21			Privacy Policy - Data Assignment Consent			This document is compulsory to start processing the data, so it must be delivered in the first place.
		T-SL07			ID Card (DNI)/Passport			
		T-SL01			TA2/IDC/ITA-Document accrediting registration within the Company			When a worker is registered on Navantia's platform: IDC (of the worker) or ITA (sheet where the worker is - delete the rest) or TA2 (if registered for the first time in the company)
		T-PRL03			Initial or periodic medical examination certificate.	X	ANNUAL	In case of FIT with LIMITATIONS, include the sheet showing said limitation.
	ANNEX 8	T-PRL08			Induction Day	X	EVERY THREE YEARS	Attendance sheet signed (OCA- uploads it to the the system)
		T-PRL09			Certificate of delivery of Personal Protection Equipment (PPE)	X	ANNUAL	If not applicable, send signed communication indicating its unapplicability.
	T-PRL10			Nominative certificate of basic level training on Occupational Risk Prevention.			In absence thereof, COMMITMENT TO TAKE IT - IN ONE MONTH	
	T-PRL16			Environmental Course 8H			In absence thereof, COMMITMENT TO TAKE IT - IN ONE MONTH	
FREELANCE		T-SL03			Last payment receipt of Social Security contribution	X	20 th DAY OF EVERY MONTH	This must be the last paid
RISK PREVENTION COORDINATOR		T-PRL11			Nominative certificate of mid-level training on Occupational Risk Prevention.			Intermediate level or equivalent
ENVIRONMENTAL SUPERVISOR		T-PRL26			Nominative certificate of environmental training			(40 h as a minimum and delivered by an accredited entity
IF SPECIFICALLY REQUIRED		T-SL17			Curriculum Vitae			This may be requested to workers that are to work on board. Please indicate if you have any experience working on ships.

3.2. TECHNICAL ASSISTANCE AND OTHER GROUPS

REQUIRED DOCUMENTATION FOR TECHNICAL ASSISTANCES/OTHER NATIONAL GROUPS OF WORKERS								
	ANNEXES P-APR-CAL-003	DOCUMENT TYPE			DESCRIPTION	EXPIRES	FREQUENCY	REMARKS
		FERROL STUARY (FE)	CADIZ BAY (BC)	CARTAGENA (CA)				
NAVANTIA	ANNEX 13	E-DOC33			Technical Assistance Request contracted by Navantia	X	DOCUMENT DATE	
IIAA	ANNEX 13-BIS				Technical Assistance Request contracted by the Ancillary Industry	X	DOCUMENT DATE	
IN ALL CASES	ANNEX 1	E-PRL46	E-PRL56	E-PRL16	Affidavit	X	ANNUAL	This document is compulsory to start processing the data, so it must be delivered in the first place.
	ANNEX 7	T-SL21			Privacy Policy			
		E-SL03			Proof of being up to date with Social Security payments	X	QUARTERLY	This must be signed (in a legible manner) and duly stamped by the corresponding manager.
		E-SL31	E-SL51	E-SL01	ITA + RLC + RNT + Proof of Payments	X	20 th DAY OF EVERY MONTH	Attach ITA, RLC, RNT, receipt of payment and deferral of fees if applicable.
	ANNEX 8	T-PRL08			Induction Day/Acknowledge of receipt of the summary of the event	X	EVERY THREE YEARS	Usually, conduct the face-to-face event their first day
		T-SL07			ID Card (DNI)/Passport			
FREELANCE		T-SL03			Last payment receipt of Social Security contribution		20 th DAY OF EVERY MONTH	
IN CASE OF RISK-RELATED JOBS		T-PRL03			Medical or periodic examination certificate.	X	ANNUAL	In case of FIT with LIMITATIONS, include the sheet showing said limitation.
		T-PRL09			Certificate of delivery of Personal Protection Equipment (PPE)	X	ANNUAL	
	ANNEX 3	P-PRL01			Preventive Plan of the Order + Risk Assessment			If using Chemicals - include Safety Data Sheets

FOREIGN TECHNICAL ASSISTANCE	
ANNEXES P-APR-CAL-003	DESCRIPTION
ANNEX 13 BIS	Request for technical assistance for commissioning, testing of equipment, systems and occasional services by IIAA
ANNEX 13	Request for technical assistance for commissioning, testing of equipment, systems and occasional services by NAVANTIA
ANNEX 1	Declaration of responsibility
	Risks evaluation If there are risky jobs, as indicated in the ANNEX 13/13BIS
ANNEX 7	Navantia, S.A., S.M.E. Unipersonal privacy for suppliers personnel
ANNEX 8	Initial work commencement briefing receipt
	A1/E-101 Certificate concerning the social security legislation which applies to the holder
ANNEX 14	Certificate for technical personnel When it is not possible to obtain the A1/E-101
	DNI/Pastport

3.3. AUXILIARY INDUSTRIES CONTRACTED BY THE CLIENT

	ANNEXES P-APR-CAL-003	DOCUMENT TYPE			DESCRIPTION	EXPIRES	FREQUENCY	REMARKS
		FERROL STUARY (FE)	CADIZ BAY (BC)	CARTAGENA (CA)				
		C-001			WRITTEN ACCESS REQUEST - INDICATING WORKS, COMPANY, DATES.	X	DOCUMENT DATE	BY NAVANTIA OR BY THE CLIENT
IN ALL CASES	ANNEX 1	E-PRL46	E-PRL56	E-PRL16	Affidavit	X	ANNUAL	This document is compulsory to start processing the data, so it must be delivered in the first place.
	ANNEX 7	T-SL21			Privacy Policy			
IN CASE OF OCCURRENCE	ANNEX 3-BIS	C-PRL11			Risk Prevention Plan of the Project			
IF EXPRESSLY REQUIRED		T-PRL03			Medical or periodic examination certificate.	X	ANNUAL	
	ANNEX 8	T-PRL08			Induction Day/Acknowledge of receipt of the summary of the event	X	EVERY THREE YEARS	
		T-PRL09			Certificate of delivery of Personal Protection Equipment (PPE)	X	ANNUAL	

3.4. TEMPORARY EMPLOYMENT AGENCIES

	ANNEXES P-APR-CAL- 003	DOCUMENT TYPE			DESCRIPTION	EXPIRES	FREQUENCY	REMARKS	
		FERROL STUARY (FE)	CADIZ BAY (BC)	CARTAGEN A (CA)					
IN ALL CASES	ANNEX 12	E-PRL46	E-PRL56	E-PRL16	Affidavit	X	ANNUAL	This document is compulsory to start processing the data, so it must be delivered in the first place.	
	ANNEX 7		T-SL21		Privacy policy				
	ANNEX 8		T-PRL08		Reception Day	X	EVERY THREE YEARS	Attendance sheet signed (uploaded by Navantia)	
				T-SL07		ID Card (DNI)/Passport			
				T-SL18		Contract for the provision of staffing services	X	DOCUMENT DATE	
				T-PRL03		Initial or periodic medical examination certificate.	X	ANNUAL	Individual fitness certificate for each worker must be attached
				T-PRL10		Nominative certificate of basic level training on Occupational Risk Prevention.			In absence thereof, COMMITMENT TO TAKE IT - IN ONE MONTH
			T-PRL16		Environmental Course (8H)			In absence thereof, COMMITMENT TO TAKE IT - IN ONE MONTH	

4. VEHICLE ACCESS

- Industrial or private vehicles

The IIAA will hand over to Industrial Security, or the OCA, where applicable, the request for vehicle access together with the driving licences of the authorised personnel. Industrial vehicles must be duly identified with the name of the Company.

Authorisations will be limited by the characteristics of the activity, the size of the company and the needs of the shipyard.

- Self-propelled lifting devices

✓ Companies must hand in at the OCA/Maintenance and Services:

- Access request
- Inspection certificate updated every 6 months by an authorised control body
- Copy of the vehicle's technical inspection card
- Roadworthiness inspection, where applicable
- Valid insurance for the vehicle

	ANNEXES P-APR-CAL- 003	DOCUMENT TYPE	DESCRIPTION	EXPIRES	FREQUENCY
IN ALL CASES	ANNEX 17	V-DOC07	Vehicle Application	X	ANNUAL
		T-SL14	Driving licence		
SELF-PROPELLED LIFTING DEVICES		V-DOC03	Compulsory motor insurance Proof of payment	X	DOCUMENT DATE
		V-DOC04	Traffic Permit (vehicles)		
		V-DOC05	Certificate of last passed MOT	X	DOCUMENT DATE
		V-DOC06	Inspection Certificate of Authorized Control Org. Crane (Self Propelled Mobile crane)	X	DOCUMENT DATE
		V-DOC09	CE MARKING APPROVAL		
		V-DOC10	CERTIFICATE OF EQUIPMENT INSPECTION	X	ANNUAL

5. ACCESS FOR SITE HUTS AND STORAGE UNITS

Any Auxiliary Industry needing to enter site huts or storage units at the Centre will present the access request at the OCA/Maintenance and Services, and will comply with the procedures drawn up for this purpose.

6. ENTRY, MAINTENANCE AND EXIT OF MACHINES, EQUIPMENT AND TOOLS

The Auxiliary Industry must present Maintenance and Services and/or Industrial Security with a list of all equipment and tools that they wish to bring into the centre. Those Instructions in force at each production unit will be fulfilled, with regard to this issue.

Maintenance and Services will maintain control and review the list of machines, equipment and tools of the AI, checking that they comply with the regulations in force (approval, status, etc.)

The Tools will be clearly marked for identification. If they are in poor condition or lack identification, they may be removed until they have been made duly compliant.

AI equipment remaining on NAVANTIA premises may be subjected to maintenance tasks only during the period of validity of the contract/order, and must be made non-operational until a new contract/order is in place.

7. AUXILIARY INDUSTRY PERSONNEL ACCESS STANDARDS

- ✓ The workers will have their access card in a visible location at all times, and present it to Industrial Security whenever so required.
- ✓ All authorised workers are obliged to register their incoming and outgoing movements at the site in the computer system by means of the ID card that will be provided to them on the first day when they access the site enclosure. IIAA will ensure that their workers comply with this standard.
- ✓ If NAVANTIA and the CLIENT/SHIPOWNER contract the same AI on the same ship, different workers must be designated to perform the jobs.
- ✓ All companies are obliged to send their newly recruited workers to the first scheduled induction day, and to subsequent revisions periodically scheduled by each site. Workers who do not attend will not be allowed access to the site.
- ✓ Auxiliary Industry managers and operatives will wear different working clothing from that used by the site workforce, printed with the name or logo of their Company. At some sites the clothing may have specific characteristics demanded by the Employment Authority, and the Auxiliary Industry must therefore comply with said demands.
- ✓ The working hours of AI personnel will be adapted to the inherent needs of the services entrusted. Where work outside regular hours is required, the AI will at the coordination meetings request approval from the corresponding site manager, for the purpose of the coordination of company activities and Industrial Safety. In addition to coordinating these jobs, the NAVANTIA Supervisor must inform Industrial Safety of the extended working hours by email.
- ✓ The Risk Prevention Technician, Risk Prevention Resource and/or Occupational Risk Prevention Coordinator will be the interlocutor in this regard with the NAVANTIA Company Activities Coordinator and the NAVANTIA Risk Prevention and Environment Service. He will attend any coordination meetings established by the Occupational Risk Prevention and Environment Management System, inform his company's workers of the risks, and coordinate the development of activities with the other Coordinators and supervisors.
- ✓ The Environment Supervisor will be the valid interlocutor for issues connected with environmental problems, will attend the scheduled meetings, and will be present at internal audits conducted by NAVANTIA personnel.

8. SERVICES AND RATES

NAVANTIA will provide the IAA with a series of services to facilitate execution of their activity, which may be invoiced in accordance with the established rates:

- ✓ Changing rooms and lockers: The AI may via its manager request of the Maintenance and Services Department, or the OCA where applicable, the assignment of changing rooms and availability of lockers for its personnel. The AI must likewise cancel the assignment of lockers once the worker is no longer active, and will be invoiced for this service until it serves notice of cancellation and returns the keys.
- ✓ Access cards: Issuance, maintenance and renewal of access cards
- ✓ Offices, premises, huts and storage units: The AI may ask to use premises and to bring huts or storage units onto the site. Electricity and water consumption will be included in the price. Once the jobs are completed, such huts or storage units must be removed within a maximum period of 15 days.
- ✓ Warehouses: If the AI needs to leave material stored prior to assembly, it must request authorisation from the OCA, indicating the reasons for storage, the order, estimated time, surface area, necessary conditions, etc. The OCA will pass the request on to Logistics and Maintenance and Services, who will assign the space requested and register this in the computer system.
- ✓ The AI will be responsible for the fencing of surrounding areas, and for security and safekeeping. Navantia will accept no liability for any damages or theft that such materials might suffer.
- ✓ Medical care: If over the course of the activity an accident or medical emergency occurs, Risk Prevention and Environment must be informed, and the Medical Service in place within the site may be used for first aid.
- ✓ Telephone: The AI will request the installation of a telephone line from Maintenance and Services. The installation of telephone lines outside the NAVANTIA installation is forbidden. Maintenance and Services will monitor the monthly telephone consumption of each AI.
- ✓ Daily parking: If the AI has vehicles that remain on NAVANTIA premises at the end of the working day, it must inform Industrial Security, who will assign an area of the car park at the operational site.
- ✓ Use of tray pallets: In those contracts where it is specified that the Contractor is responsible for transporting and carting materials as far as the working area at the Site, it may opt to use the service made available to it by the Site, comprising the leasing of tray pallets.
- ✓ In those contracts where responsibility for transportation and carting of materials lies with the Site, a period of two days is established for the Contractor to conclude its obligation to offload the materials and return the pallets used for transportation to the Site.
- ✓ NAVANTIA provisions to comply with Occupational Risk Prevention obligations: Any provision by NAVANTIA intended to comply with the obligations as regards risk prevention, concerning personal or collective protective materials
- ✓ Tools, machinery and communication equipment: The AI may request the use of tools, machinery and communication equipment on a lease basis.

THIS DOCUMENT WILL BE AVAILABLE FOR CONSULTATION ON THE NAVANTIA PROCUREMENT NOTICEBOARD AND THE SUPPLIER PORTAL