

1. General Rules

All suppliers that access Navantia's facilities and other external facilities where Navantia requires it, must have been previously evaluated in accordance with Navantia's supplier evaluation procedure and contracted to carry out the corresponding work/service.

Suppliers whose workers are going to provide their services in Navantia's facilities must provide all of the documents indicated for access with the frequency indicated for each, notify Navantia of any changes in their relationship with Navantia and communicate the termination of the workers in order to revoke entry authorisation to our facilities.

Suppliers that need to subcontract part of their work will submit the form in ANNEX 2 "P-APR-003.02 Request for 2nd-level subcontracting" to the Procurement department to be authorised by the head of the procurement function of the business.

The proposed companies must be evaluated by Navantia, and subcontracting will only be allowed up to the 2nd level. Access will not be granted to ancillary industry personnel hired through temporary employment agencies or to trainees.

2. Web Platform - Supplier Portal

The supplier portal is the web application that is used to process and manage the supplier documentation required for authorisation to enter Navantia's work centres.

The supplier will request authorisation to access the supplier portal for the users it requires, sending the user's data (ID, first and last names, telephone number and e-mail address) to the OCA:

- oca_madrid@navantia.es
- oca.cartagena@navantia.es
- oca.cadiz@navantia.es
- oca.bc@navantia.es
- oca.fe@navantia.es
- ocanavy@navantia.es

The supplier will enter all of the required documentation on the website, both for the company and its own workers and, if applicable, for the 2nd-level subcontractors, with sufficient prior notice (estimated at least 2 working days). All of the required documentation must be validated by Navantia, and this is as a mandatory requirement to be able to access Navantia's work centres and, if applicable, to carry out the activity for which it has been contracted or subcontracted.

3. Required Documents from Suppliers

Before the start of any activity and periodically, as indicated for each of the documents, all suppliers must submit the documentation indicated in the following sections according to the type of supplier through the OCA, which will inform them about the procedures for doing this.

3.1. Required Documents for Ancillary Industry Suppliers

Ancillary Industry Suppliers									
CASE	ANNEXES P-APR-004	DOCUMENT TYPE				Description	EXPIRES	Validity	COMMENTS
		Ría de Ferrol (FE)	Bahía de Cádiz (BC)	Cartagena (CA)	Madrid (MA)				
Ancillary Industry - subcontractors	Supplier documents								
Ancillary Industry - subcontractors	Risk prevention/environment documentation								
EU Ancillary Industires	ANNEX 1.1	E-PRL56				P-APR-003.01.1 Responsible Declaration for EU Industries	Yes	Annual	Essential document to start processing data, so it must be delivered first.
Extra-community Ancillary Industry	ANNEX 1.2					P-APR-003.01.2 Responsible Declaration from Outside the EU			
Temporary Employment Agencies (TEA)	ANNEX 1.3					P-APR-003.01.3 Responsible Declaration for Temporary Employment Agencies			
Client/Ship Owner Ancillary Industry	ANNEX 1.4					P-APR-003.01.04 Access Form for Companies Directly Contracted by the Owner			
All Ancillary Industries		E-PRL10	E-PRL07	E-PRL09	E-PRL97	Prevention Plan	Yes	Annual	Signed by the company manager, including: risk assessment, preventive activity planning and organisation chart describing prevention functions and responsibilities at Navantia.
	ANNEX 4	E-PRL12				P-APR-003.04 Appointment of Responsible Personnel	Yes	Annual	Prevention officers, occupational risk prevention coordinator, environmental manager, site managers. Documents shall remAncillary Industyn valid for 1 year. If new managers are appointed, they must be added to the current document which they will sign and state the date of their appointment.
		E-PRL02				Work Accident and Occupational Illness Mutual association document.	Yes	Every three years	
	ANNEX 5	E-PRL45	E-PRL55	E-PRL25	E-PRL95	P-APR-003.05 Environmental information	Yes	Every three years	To be signed and stamped by the company manager
	ANNEX 6	E-PRL31	E-PRL51	E-PRL01	E-PRL91	P-APR-003.06 Occupational Health and Safety information	Yes	Every three years	To be signed and stamped by the company manager

Ancillary Industry Suppliers										
CASE	ANNEXES P-APR-004	DOCUMENT TYPE				Description	EXPIRES	Validity	COMMENTS	
		Ría de Ferrol (FE)	Bahía de Cádiz (BC)	Cartagena (CA)	Madrid (MA)					
Ancillary Industry - subcontractors	Supplier documents									
Ancillary Industry - subcontractors	Depending on prevention method									
In-house or joint accident prevention service		E-PRL05				In-House or Joint Accident Prevention Service minutes				
		E-PRL20				External audit approval certificate	Yes	Depending on document		
External accident prevention service		E-PRL03				External Accident Prevention Service contract			The four specialties must be stated	
		E-PRL04				Proof of payment for Ext. Prev. Serv.	Yes	Depending on document	Acknowledgement of receipt of contracts and state periodicity. The first to expire shall be used as the	
Mixed accident prevention service (own or joint +		E-PRL05				In-House or Joint Accident Prevention Service minutes				
		E-PRL20				External audit approval certificate	Yes	Depending on document		
		E-PRL03				External Accident Prevention Service contract			Contracts for specialties not covered	
		E-PRL04				Proof of payment for Ext. Prev. Serv.	Yes	Depending on document	Acknowledgement of receipt of contracts and state periodicity. The first to expire shall be used as the	
Appointment of workers		E-PRL48	E-PRL58	E-PRL18	E-PRL98	Appointment of workers record (Appointment of workers)				
		E-PRL20				External audit approval certificate	Yes	Depending on document		
Covered by the business Owner		E-PRL22				Affidavit by business Owner covering prevention				
Ancillary Industry - subcontractors	Social/labour documentation									
All Ancillary Industries		E-SL31	E-SL51	E-SL01	E-SL91	Certificate of good standing with Social Security payments Receipt of contribution payment (RLC) and receipt of payment	Yes	Monthly	To be sent every month before the 20th: Receipt of Cont. Pay. + receipt of payment or deferred instalments	
If specifically required						Registration of Employees (ITA), Payroll (RNT), Contribution Data Reports (IDC)			Only for the employees who access the facilities and who have signed Annex 7	
Ancillary Industry - subcontractors	Other documentation									
Ancillary Industry civil works subject to Royal Decree		E-DOC30				Register of Accredited Companies (REA)	Yes	Depending on document		
Asbestos work		E-DOC31				Register of Companies with Asbestos Risks (RERA)	Yes	Depending on document		
Work with toxic substances	ANNEX 3.1, ANNEX 3.2 or ANNEX 3.3	Product safety sheets that must be included in the Accident Prevention Plan P-APR-003.03.1 General Accident Prevention Plan for the Order P-APR-003.03.2 Client - ShipOwner Project Accident Prevention Plan P-APR-003.03.3 Accident Prevention Plan for Civil Works Orders Subject to Royal Decree 1627/1997							Including chemical product safety sheets, if used.	

Ancillary Industry Suppliers									
CASE	ANNEXES P-APR-004	DOCUMENT TYPE				Description	EXPIRES	Validity	COMMENTS
		Ría de Ferrol (FE)	Bahía de Cádiz (BC)	Cartagena (CA)	Madrid (MA)				
Ancillary Industry - subcontractors	Order documents								
Ancillary Industiy in general	ANNEX 3.1	P-PRL01				P-APR-003.03.1 General Accident Prevention Plan for the Order			Including chemical product safety sheets, if used. A Risk Assessment shall be attached when the activity is not covered in the general activity, and the document will be reviewed whenever there are substantial changes to the situation in regard to the work.
Client/Ship Owner Ancillary Industry	ANNEX 3.2					P-APR-003.03.2 Client - ShipOwner Project Accident Prevention Plan			
Civil works subject to Royal Decree 1627/97	ANNEX 3.3					P-APR-003.03.3 Accident Prevention Plan for Civil Works Orders Subject to Royal Decree 1627/1997			Including chemical product safety sheets, if used. Signed by the site H&S coordinator.
All subcontracted Ancillary Industry	ANNEX 2	P-AS01				P-APR-003.02 2nd Level Subcontracting Application	Yes	Depending on document	Attach contractual document between both parties and update the PREVENTION PLAN OF ORDER-P-PRL01 including the subcontractor
Ancillary Industry - subcontractors	Worker documents								
All Ancillary Industries		T-SL07				ID Card or Passport	Yes	Depending on document	
	ANNEX 7	T-SL21				P-APR-003.07 Privacy Policy for External Personnel	Yes		Essential document to start processing data, so it must be delivered first.
		T-SL01				TA2/IDC/ITA-Forms accrediting registration in the Company			When a worker is registered in Navantia's platform: Contribution Data Report (worker) or Registration of Employees (form showing the worker but deleting all others) or TA2 (in the case of new members of staff in the company)
		T-PRL03				Initial or periodical medical check-up certificate	Yes	Annual	
	ANNEX 8	T-PRL08				P-APR-003.08 Acknowledgement of Receipt of Information on Risks, Preventive Measures, and other Relevant Information	Yes	Every two years	Signed "Attendance at the Welcome Day" document to be delivered to OCA or incorporation into the system.
		T-PRL10				Certificate of basic level occupational risk prevention trAncillary Industyning.			The requirement is linked to the provisions defined in Navantia's OHS Regulations. At least 8 hours specific trAncillary Industyning on the naval sector for companies who are engaged in this activity. If this is not held, commitment to obtAncillary Industyn it within one month.
		T-PRL16				Environment Course 8H			If this is not held, commitment to obtAncillary Industyn it within one month.
Freelancers		T-SL03				Last receipt of payment of Social Security contribution	Yes	Monthly	To be sent every month before the 20th
H&S Coordinator		T-PRL11				Certificate of intermediate level of occupational risk prevention trAncillary Industyning			Minimum intermediate level
Environmental Manager		T-PRL26				Certificate of Environment trAncillary Industyning 40 h.			At least delivered by an accredited entity

3.2. Required Documents for Technical Assistance and Other Collectives

Technical support and other national collectives													
CASE	ANNEXES P-APR-004	DOCUMENT TYPE				Description	EXPIRES	Validity	COMMENTS				
		Ría de Ferrol (FE)	Bahía de Cádiz (BC)	Cartagena (CA)	Madrid (MA)								
Requested by Navantia	ANNEX 12.1	E-DOC33				P-APR-003.12.1 Application Access by Navantia for Technical Support	Yes	Depending on document	Technical assistance for commissioning, testing of equipment, systems and occassional services)				
Requested by Ancillary Industry	ANNEX 12.2					P-APR-003.12.2 Application Access by Ancillary Industry for Technical Support	Yes	Depending on document	Technical assistance for commissioning, testing of equipment, systems and occassional services.				
Requested by Client/Ship Owner Ancillary Industry	ANNEX 12.3					P-APR-003.12.3. FORM 2. Health, Safety, Security and Environment (HSSE) Documentation	Yes	Depending on document					
	ANNEX 12.4					P-APR-003.12.4 FORM 3. Technical Service Request for Ship RepAncillary Industrys	Yes	Depending on document					
Requested by Community Ancillary Industry	ANNEX 1.1	E-PRL56				P-APR-003.01.1 Responsible Declaration for EU Industries	Yes	Annual	Essential document to start processing data, so it must be delivered first.				
Requested by Client/Ship Owner Ancillary Industry	ANNEX 1.4					P-APR-003.01.04 Access Form for Companies Directly Contracted by the Owner							
For work involving risks	ANNEX 3.1, ANNEX 3.2, ANNEX 3.3 or ANNEX 12.1, ANNEX 12.2, ANNEX 12.3, ANNEX 12.4	P-PRL01				P-APR-003.03.1 General Accident Prevention Plan for the Order P-APR-003.03.2 Client - ShipOwner Project Accident Prevention Plan P-APR-003.03.3 Accident Prevention Plan for Civil Works Orders Subject to Royal Decree 1627/1997, and/or P-APR-003.12.1 Application for technical support by Navantia P-APR-003.12.2 Ancillary Industry technical support application, P-APR-003.12.3. FORM 2. Health, Safety, Security and Environment (HSSE) Documentation, P-APR-003.12.4 FORM 3. Technical Service Request for Ship RepAncillary Industrys			Including chemical product safety sheets, if used. The risk assessment will be included if it is not in the general prevention plan.				
For work involving risks						T-PRL03	Initial or periodical medical check-up certificate	Yes	Annual				
Any applicant						T-SL07				ID Card or Passport	Yes	Depending on document	
						E-SL31	E-SL51	E-SL01	E-SL91	Certificate of good standing with Social Security payments Receipt of contribution payment (RLC) and receipt of payment	Yes	Monthly	To be sent every month before the 20th: Receipt of Cont. Pay. + receipt of payment or deferred instalments
	ANNEX 7	T-SL21				P-APR-003.07 Privacy Policy for External Personnel	Yes		Essential document to start processing data, so it must be delivered first.				
	ANNEX 8	T-PRL08				P-APR-003.08 Acknowledgement of Receipt of Information on Risks, Preventive Measures, and other Relevant Information	Yes	Every two years	When they usually enter to carry out on-site work, signed "Attendance at the Welcome Day" document to be delivered to OCA or incorporation into the system.				
Freelancers		T-SL03				Last receipt of payment of Social Security contribution	Yes	20th of each month					
When considered necessary		E-SL31	E-SL51	E-SL01	E-SL91	Registration of Employees (ITA), Payroll (RNT), Contribution Data Reports (IDC)			Only for the employees who access the facilities and who have signed Annex 7				

Foreign technical assistance documentation									
CASE	ANNEXES P-APR-004	DOCUMENT TYPE				Description	EXPIRES	Validity	COMMENTS
		Ría de Ferrol (FE)	Bahía de Cádiz (BC)	Cartagena (CA)	Madrid (MA)				
Foreign technical assistance documentation		T-SL07				DNI /Pasaporte <i>ID/Passport</i>	Yes	Depending on document	
	ANNEX 1.1	E-PRL56				P-APR-003.01.1 Responsible Declaration for EU Industries	Yes	Annual	
	ANNEX 1.2					P-APR-003.01.2 Responsible Declaration from Outside the EU			
	ANNEX 7	T-SL21				P-APR-003.07 Privacy Policy for External Personnel	Yes		Essential document to start processing data, so it must be delivered first.
	ANNEX 8	T-PRL08				P-APR-003.08 Acknowledgement of Receipt of Information on Risks, Preventive Measures, and other Relevant Information	Yes	Every two years	Signed "Attendance at the Welcome Day" document to be delivered to OCA or incorporation into the system.
	ANNEX 12.1	E-DOC33				P-APR-003.12.1 Application Access by Navantia for Technical Support	Yes	Depending on document	Technical assistance for commissioning, testing of equipment, systems and occasional services)
	ANNEX 12.2					P-APR-003.12.2 Application Access by Ancillary Industry for Technical Support	Yes	Depending on document	Technical assistance for commissioning, testing of equipment, systems and occasional services.
						Risk assessment			If there is risk work as indicated in annexes 12.1 or 12.2
From countries of the European Union, the European Economic Area or Switzerland						A1/E-101 Certificate concerning the social security legislation which applies to the holder	Yes	Depending on document	A1/E-101 Certificado relativo a la legislación de seguridad social aplicable al titular
For the rest of countries	ANNEX 13					P-APR-003.13 Certificate of Insurance Cover for Foreign Technicians			Certificate for technical personnel

Foreign technical assistance or other supplier documentation for the shipsrepair business									
CASE	ANNEXES P-APR-004	DOCUMENT TYPE				Description	EXPIRES	Validity	COMMENTS
		Ría de Ferrol (FE)	Bahía de Cádiz (BC)	Cartagena (CA)	Madrid (MA)				
Foreign technical assistance or other supplier for the overhaul business documentation	ANNEX 12.3	E-DOC33				P-APR-003.12.3. FORM 2. Health, Safety, Security and Environment (HSSE) Documentation	Yes	Depending on document	
	ANNEX 12.4					P-APR-003.12.4 FORM 3. Technical Service Request for Ship RepAncillary Industrys	Yes	Depending on document	P-APR-003.12.4 FORM 3. Application for technical assistance for the overhaul business

3.3. Required Documents for Ancillary Industries Contracted by the Client

Ancillary Industry contracted by Client/Ship Owner									
CASE	ANNEXES P-APR-004	DOCUMENT TYPE				Description	EXPIRES	Validity	COMMENTS
		Ría de Ferrol (FE)	Bahía de Cádiz (BC)	Cartagena (CA)	Madrid (MA)				
All Client/Ship Owner Ancillary Industry		C-001				Escrito de solicitud de acceso, indicando obra, fechas... Access request letter, indicating Ship work, dates...	Yes	Depending on document	From Navantia or from the client.
	ANNEX 1.1	E-PRL46	E-PRL56	E-PRL16	E-PRL96	P-APR-003.01.1 Responsible Declaration for EU Industries	Yes	Annual	Essential document to start processing data, so it must be delivered first.
	ANNEX 1.2					P-APR-003.01.2Responsible Declaration from Outside the EU	Yes	Annual	Essential document to start processing data, so it must be delivered first.
	ANNEX 7	T-SL21				P-APR-003.07 Privacy Policy for External Personnel	Yes		Essential document to start processing data, so it must be delivered first.
		T-SL07				DNI /Pasaporte ID/Passport	Yes	Depending on document	
If overlapping work is performed	ANNEX 3.2	C-PRL11				P-APR-003.03.2 Client - ShipOwner Project Accident Prevention Plan			Including chemical product safety sheets, if used. In case of overlapping and/or risky work, a risk assessment will be required and validated by Occupational Safety and Health.
When specifically requested		T-PRL03				Certificado de reconocimiento médico inicial o periódico. Certificate of initial or periodic medical examination.	Yes	Annual	
	ANNEX 8	T-PRL08				P-APR-003.08 Acknowledgement of Receipt of Information on Risks, Preventive Measures, and other Relevant Information	Yes	Every two years	Signed "Attendance at the Welcome Day" document to be delivered to OCA or incorporation into the system.
						A1/E-101 Certificado relativo a la legislación de seguridad social que se aplica al titular. Certificate concerning the social security legislation which applies to the holder	Yes	Depending on document	De países fuera de la UE, si se considera necesario. From countries outside the EU, if considered necessary.
If performed via the "Form" process	ANNEX 13					P-APR-003.13 Certificate of Insurance Cover for Foreign Technicians			From countries outside the EU, if considered necessary.
	ANNEX 12.3	E-DOC33				P-APR-003.12.3. FORM 2. Health, Safety, Security and Environment (HSSE) Documentation	Yes	Depending on document	In case of overlapping and/or risky work, a risk assessment will be required and validated by Occupational Safety and Health.
	ANNEX 12.4					P-APR-003.12.4 FORM 3. Technical Service Request for Ship RepAncillary Industrys	Yes	Depending on document	
Specific Clients	ANNEX 1.4					P-APR-003.01.04 Access Form for Companies Directly Contracted by the Owner	Yes	Annual	In case of overlapping and/or risky work, a risk assessment will be required and validated by Occupational Safety and Health.

3.4. Required Documents for Temporary Employment Agencies

Documents required from Temporary Employment Agencies (TEA)									
CASE	ANNEXES P-APR-004	DOCUMENT TYPE				Description	EXPIRES	Validity	COMMENTS
		Ría de Ferrol (FE)	Bahía de Cádiz (BC)	Cartagena (CA)	Madrid (MA)				
All Temporary Employment Agencies	ANNEX 1.3	E-PRL46	E-PRL56	E-PRL16	E-PRL96	P-APR-003.01.3 Responsible Declaration for Temporary Employment Agencies	Yes	Annual	Documento indispensable para poder comenzar a tratar los datos, por lo que debe entregarse en primer lugar.
	ANNEX 7	T-SL21				P-APR-003.07 Privacy Policy for External Personnel	Yes		Essential document to start processing data, so it must be delivered first.
	ANNEX 8	T-PRL08				P-APR-003.08 Acknowledgement of Receipt of Information on Risks, Preventive Measures, and other Relevant Information	Yes	Every two years	Signed "Attendance at the Welcome Day" document to be delivered to OCA or incorporation into the system.
		T-SL07				DNI /Pasaporte	Yes	Depending on document	
		T-SL18				AvAncillary Industylable contract	Yes	Depending on document	
		T-PRL03				Initial or periodical medical check-up certificate	Yes	Annual	An individual certificate of professional competence for each worker should be attached
		T-PRL10				Certificate of basic level occupational risk prevention trAncillary Industyning.			This requirement is linked to the provisions defined in Navantia's OHS Regulations. At least 8 h on naval sector for workers who are going to perform this activity. If this is not held, commitment to obtAncillary Industyn it within one month.
		T-PRL16				Environment Course 8H			If this is not held, commitment to obtAncillary Industyn it within one month.

4. Required Documents for Commercial Vehicle Access

Documents required for industrial vehicles								
CASE	ANNEXES P-APR-004	DOCUMENT TYPE				Description	EXPIRES	Validity
		Ría de Ferrol (FE)	Bahía de Cádiz (BC)	Cartagena (CA)	Madrid (MA)			
All industrial vehicles	ANNEX 11	V-DOC07				P-APR-003.11 Application for Industrial Vehicles Access	Yes	Depending on document
		T-SL14				Drivers’ licence	Yes	Depending on document
Self-propelled lifting equipment		V-DOC03				Proof of payment of mandatory vehicle insurance	Yes	Depending on document
		V-DOC04				Highway permit (vehicles)		
		V-DOC05				Last roadworthiness test (ITV) passed	Yes	Depending on document
		V-DOC06				Crane inspection certificate by authorized organisation (self-propelled mobile crane)	Yes	Depending on document

4.1. Industrial Vehicles

Suppliers will submit the vehicle access request together with the driving license of the authorised personnel, to Industrial Safety or OCA, depending on the case.

Industrial vehicles will be properly identified with the name of the company.

Authorisations will be limited by the characteristics of the activity and the availability of spaces in the centres.

4.2. Self-Propelled Lifting Elements

Companies will send the following documents to the OCA or Industrial Management, depending on the case:

- Access request
- Updated inspection certificate, by an authorised inspection agency
- Copy of the technical inspection card of the vehicle
- Technical Vehicle Inspection revision, if applicable
- Vehicle insurance in force

5. In Site Huts

Suppliers that need to bring in site huts, work shelters or storerooms in the work centre will submit ANNEX 9 to the OCA/Industrial Management. P-APR-003.09 Request to Bring in Site Huts and will follow the procedures developed for this purpose.

6. Entry, Maintenance and Exit of Machines, Equipment and Tools

The supplier will submit a list of all the equipment and tools they wish to bring into the plant to Industrial Management and/or Industrial Safety, as appropriate.

The instructions in force in each production unit regarding this issue will be followed. Industrial Management will control and review the list of machines, equipment, and tools of the ancillary industry, verifying that they comply with the documentation under the regulations in force (approval, condition, etc.).

Tools will be clearly marked for identification. Tools in poor condition or without identification may be removed until the situation is corrected.

Supplier equipment that is left at Navantia's facilities may only be subjected to maintenance work during the term of the contract/order and must be taken out of service until a new contract/order is placed.

7. Rules for Access of Ancillary Industry Personnel

- Workers will always display the access card in a visible place and present it to Industrial Safety upon request.
- All authorised workers are required to record their entries and exits from the centre in the computer system using the identification card that will be provided to them on the first day of access to the centre. Ancillary industries will ensure that their workers comply with this standard.
- When Navantia and the client / shipowner contract the same ancillary industry on the same ship, different workers must be designated to carry out the works.
- All companies are required to send their newly hired workers to the first scheduled orientation day and to the successive reviews that are scheduled periodically by each centre. Workers who do not attend will be denied access to the centre.
- Ancillary Industry managers and operators will wear work clothes different from those worn by the centre's staff, with their Company's name or logo printed on them. In some work centres, clothing may have specific characteristics as required by the Labour Authority, and the Ancillary Industry must adapt to those requirements.
- The working hours of ancillary industry personnel will be adapted to the needs of the services for which they are contracted. When work is necessary outside normal working hours, the ancillary industry will request approval from the corresponding person in charge of the centre and from Industrial Safety at the coordination meetings, in order to coordinate business activities. In addition to coordinating this work, the Navantia manager will notify Industrial Safety of the extension of the workday by e-mail.
- The prevention technician, safety officer and/or the occupational risk prevention coordinator will be the intermediary for these matters with Navantia's business activities coordinator and the staff of Navantia's occupational health and safety (SSL) department. They will attend the coordination meetings established by Navantia's management system, will inform the workers of their companies of the risks and will coordinate the execution of the activities with the rest of the coordinators and people in charge.
- The environmental manager will be the valid intermediary for environmental issues, will attend scheduled meetings and will be present at internal audits carried out by Navantia personnel.

8. Services and Rates

Navantia offers the ancillary industries a series of services to facilitate the execution of their activities, which may be billable according to the established rates:

- Changing rooms and lockers: The person in charge of the ancillary industry can send a request to Industrial Management, or to the OCA, if applicable, for the assignment of changing rooms and lockers for its personnel. The supplier must also cancel the lockers

at the end of the worker's activity and will be billed for this service until cancellation is requested and the keys are returned.

- Access cards: Issuance and renewal of access cards
- Offices, work shelters and storerooms: The ancillary industry may request the use of offices and permission to bring work shelters or storerooms into the centre. After the work has been completed, these work shelters or storerooms must be removed within 15 days, and this service will be billed until they are removed.
- The ancillary industry will be responsible for fencing off the surrounding areas, as well as the custody and safekeeping of their contents. Navantia will not be liable for any damage or theft of these materials.
- Medical assistance: In the event of an accident or medical emergency occurring over the course of the activity, Occupational Health and Safety must be notified, and the Medical Service in the centre can be called to provide initial assistance.
- In contracts in which Navantia is responsible for transporting the materials, the supplier will have two days to complete its obligation to unload the materials and return the transport skips.
- Navantia's services for compliance with occupational risk prevention obligations: This includes any Navantia service aimed at complying with prevention obligations in regard to personal or collective protection matters.
- Tools, machinery and communication equipment: The ancillary industry may request the use of tools, machinery and communication equipment on a rental basis.

9. Prevention Management Documents. Requirements

9.1. Prevention Plan

The risk prevention plan should include:

- A) The identification of the company and its production activity, the number and characteristics of the work centres and the number of workers and their relevant characteristics regarding occupational risk prevention.
- B) The organisational structure of the company, identifying the functions and responsibilities (hierarchical levels) regarding occupational risk prevention.
- C) It will include the work to be performed, specifying only the trades or professions that will perform their work at Navantia.
- D) Technical processes, practices, and organisational procedures in the company, regarding occupational risk prevention.
- E) The prevention organisation in the company, indicating the chosen prevention arrangement and the representative bodies.
- F) The policy, objectives, and goals that the company intends to achieve in the area of prevention.
- G) The references to actions in case of emergencies will be those established in Navantia's emergency plans.

The essential instruments for managing and applying the occupational risk prevention plan are **risk assessment** and **planning of prevention activities**.

9.2. Risk Assessment

The risk assessment will be exclusively for the work to be carried out at Navantia, and will include:

- a) Introduction
- b) Methodology used
- c) Description of the company
 - c.1) General description of its activity, processes and facilities.
 - c.2) Jobs (tasks)
 - c.3) Physical resources
 - i. Work equipment
 - ii. Substances and products used
- d) Assessment
 - d.1) Assessment by job.
 - d.2) Preventive measures

9.3. Planning of Prevention Activities

The prevention activities plan should include:

- e) The human and material resources that are needed, as well as the allocation of the economic resources required to achieve the proposed objectives.
- f) Emergency measures and health monitoring provided for in Articles 20 and 22 of the Occupational Risk Prevention Act, as well as the information and training of workers in the area of prevention.
- g) It should be planned for a specific period, defining the phases and priorities for its development according to the magnitude of the risks and the number of workers exposed to them, as well as its monitoring and periodic control.
- h) If the prevention activity will be carried out for more than one year, an annual programme of activities must be established.