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# VENDOR EHS APPROVAL & REGISTRATION PROCEDURE

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### 1. Purpose

This procedure describes the EHS evaluation and approval process for the registration of contractors onto the Approved Contractors Register for subsequent engagement by authorised TAC personnel

### 2. Scope

This program applies to EHS evaluation and management of all contractors, sub-contractors and service providers working on the TAC Site. The procedure does not apply to contract employees temporarily filling a permanent or temporary TAC position.

### 3. Definitions

EHS	Environment Health and Safety
Vendor	A company represented by a manager, having signed a contract with Tomago to supply goods or provide a service
Contractor	A company represented by a manager, having signed a contract with Tomago to provide a service on site.
Sub-contractor	A company represented by a manger, engaged by a contractor to perform part of a service for which the contractor has signed a contract with Tomago
Contract Owner	The Tomago employee known as a Business Unit Contractor Owner or a Project Contract Owner who authorises the engagement; develops scope of work; conducts assessments and risk analysis; plans the management of the contractor.
TAC Representative	Tomago employee accountable for a task or service being carried out in accordance with Tomago policies and procedures. The TAC representative is in direct contact with the Contractor Supervisor.
Contractor Supervisor	The contractor's representative accountable to the contractor for the task or service being carried out in accordance with Tomago policies and procedures. The contractor supervisor is in direct contact with the TAC representative.
Contract Administrator	The Tomago Procurement employee who has been assigned responsibility for the commercial operations, performance and administration of relevant contracts within their area.
BU Safety Coordinator	Business Unit personnel who are responsible for the co-ordination of and adherence to safety policy and procedures within a Business unit
Site Contractor Co-ordinator	Procurement employee responsible for ensuring the Contractor Management System, including policy and procedures is adhered to.
Approved Vendor	A vendor that has met Tomago EHS, operational and commercial requirements and performance parameters. Approved contractors are listed in the Approved Vendor Register.



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#### 4. Roles & Responsibilities

TAC Management is committed to the success of the Contractor EHS management program. Key personnel and responsibilities for the execution of this procedure are defined below:

Responsibilities	TAC Site Contractor Co-ordinator	Line Management (BUL, Op Leaders, Team Leaders or Authorised TAC employees	Contract administrators	Contract Owners	Vendor	TAC EHS Specialists / Safety, Health and Hygiene Department
Co-ordination of the procedures implementation, maintenance, auditing and review	X					
Determine the service function risk rating (Appendix A)		X		X		X
Develop EHS criteria for the selection of vendors / Business Unit Risk Assessment		X		X		X
Communicate EHS Approval & Registration Evaluation Questionnaire			X	X		
Evaluate EHS Approval & Registration Evaluation Form				X		X
Update Approved Vendors list	X		X			
Engagement of those vendor on the approved list		X				
Providing as required evidence of training, certifications and or statutory requirements.					X	
Record Evidence from Vendors			X			

#### 4.1. Vendor EHS Risk Classification and EHS Evaluation and Approval

##### 4.1.1. Vendor EHS Risk Classification

Each vendor shall be classified as high, medium or low risk using the Vendor EHS Risk Classification tool (Appendix A) based on the service function that they may complete on the TAC site. The Contract Owner in conjunction with EHS Specialists is responsible for undertaking the EHS risk classification. The main outcome of the EHS risk classification process is to determine the EHS approval requirements to be provided to TAC for assessment prior to approval.

The Vendor EHS Risk Classification tool is provided as a guideline only. If the EHS risk classification is deemed to be different (based on experience and judgement) than that determined by the tool, then the reasons must be documented and recorded.



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### 4.1.2. Vendor EHS Evaluation

Vendors providing services to TAC are to be approved based on their ability to conduct their activities in accordance with:

- TAC EHS requirements,
- Contract specifications,
- Valid qualifications and certificates for work being undertaken,
- Valid insurance coverage and,
- Historical EHS performance.

#### 4.1.2.1. Low Risk Classified Evaluation

All Low Risk Classified Vendors are required to provide and may be approved on:

- Copies of valid qualifications and permits required to complete the service function
- Details of referees that can be contacted for confirmation of EHS performance

#### 4.1.2.2. Medium / High Risk Classified Evaluation

The EHS Questionnaire forms part of Tomago's vendor evaluation process and shall to be completed by candidate contractors that are classified as medium or high EHS risk prior to approval

The EHS Questionnaire is scored in two parts as follows;

Part 1 – EHS Management Systems a minimum score of 70% should be achieved. Failure to meet this requirement may eliminate the vendor from the approval process. Procurement personnel may consult with EHS specialists for candidates who do not meet the minimum score to determine whether they should be excluded from the approval process.

Part 2 – EHS Past Performance candidates require a minimum score of 60%. This is a mandatory performance standard, failure to meet this requirement will result in the candidate being eliminated from the approval process.

When approved by Procurement the vendor and the scope of work that they can undertake on the TAC site will be updated on the Approved Vendor Register.

### 4.1.3. Approved Vendors

Vendors on the approved vendor list are responsible for providing proof that a subcontractor brought on TAC property meets the same EHS standards of performance as the principle vendor. A principle vendor can be disqualified from working on the TAC site if they bring a subcontractor on site that fails to meet the TAC EHS expectations. The principle vendor may wish to use the EHS Questionnaire for their sub-contractors to complete as part of their evidence.

All candidate sub-contractors are required to provide

- Copies of valid qualifications and permits required to complete the service function, and
- Details of referees that can be contacted for confirmation of EHS performance



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### 4.1.3 Engagement of a vendor not on Approved Vendor Register or change of service function

Business Units shall make a request to the Procurement Officer when suppliers currently listed on the Approved Vendor Register cannot provide required goods and/or services. The requestor should provide Procurement with a list of candidate vendors for consideration and justification why existing approved vendors are unable to complete work.

If satisfied with the justification the Procurement Officer will initiate the vendor approval process.

To initiate the vendor approval process, Procurement personnel will contact the candidate vendor to:

- Inform them of the Tomago Vendor approval process;
- Provide the candidate vendor with the Vendor Application Form. Including Part D for those assessed with an EHS Risk Classification of Medium or High.

If an approved vendor requires their service function to be changed then they should contact the TAC Site Contractor Coordinator who will assess currency of qualifications, permits and past EHS performance as part of the approval process

### 4.2. Engagement of a Vendor to perform on site work (Contractor)

Business Units can engage vendors on the Approved Vendor Register for work, that the vendor is approved to undertake as stated in their contract. The risk classification assigned to a vendor on the Approved Vendor Register determines how the vendor is managed in accordance with the Contractor Management Framework.

### 4.3. Revoking Approval Status

A vendor's or sub-contractors approval status can be revoked at any time. Conditions and actions leading to status being revoked may include:

- Failure to perform the contract as specified;
- Failure to work within the TAC EHS requirements;
- Failure to abide by the TAC Code of Conduct; and/or
- Providing false/fraudulent statements, documents, certifications, records, etc.

## 5. Recordkeeping

The TAC Procurement department is responsible for ensuring that all records associated with this procedure are maintained according to *Plantwide Records Management PW.MP.0011*



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## APPENDIX A: TAC CONTRACT EHS RISK CLASSIFICATION

### EHS Risk Classification Tool

The EHS Risk Classification Tool is used to determine an overall risk classification for the Vendor (Contractors) Service Function at Tomago.

The outcome of this risk classification will determine the EHS assessment requirements for approval.

The tool is intended as a guideline only. If the EHS risk classification is deemed to be different (based on experience and judgement) than that determined by the tool, then the reasons must be documented and records maintained



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**SERVICE FUNCTION RISK SCHEDULE**

RISK	WORK / ACTIVITY
<b>LOW</b>	<input type="checkbox"/> Building maintenance <input type="checkbox"/> Domestic cleaning eg office, rest rooms <input type="checkbox"/> Office / clerical work <input type="checkbox"/> Inspection services (ground based equipment) <input type="checkbox"/> Delivery work <input type="checkbox"/> Hire of equipment, contract labour or contract staff or consultant <input type="checkbox"/> Food processing
<b>MEDIUM</b>	<input type="checkbox"/> Grounds maintenance <input type="checkbox"/> Small scale / minor construction <input type="checkbox"/> Minor repair, maintenance & modification to existing plant / equipment <input type="checkbox"/> Continual / Excessive Manual handling <input type="checkbox"/> Use of hand & power tools <input type="checkbox"/> Operating motor vehicle <input type="checkbox"/> Low voltage system work <input type="checkbox"/> Working alone <input type="checkbox"/> Handling of biological material <input type="checkbox"/> Industrial cleaning <input type="checkbox"/> Transport of freight, raw materials, waste material <input type="checkbox"/> Handling, storage & transport of hazardous substances
<b>HIGH</b>	<input type="checkbox"/> Major works / construction <input type="checkbox"/> Inspection services (above ground equipment) <input type="checkbox"/> Major repair, maintenance & modification to existing plant / equipment <input type="checkbox"/> Installation of new plant / equipment <input type="checkbox"/> High voltage system work <input type="checkbox"/> Handling, storage & transport of dangerous goods <input type="checkbox"/> Hot work <input type="checkbox"/> Operating mobile plant & equipment <input type="checkbox"/> Confined space entry <input type="checkbox"/> Hazardous processes <input type="checkbox"/> Demolition <input type="checkbox"/> Excavation <input type="checkbox"/> Working at heights <input type="checkbox"/> Asbestos Removal