

Department: Business Development	<b>CONTRACTOR MANAGEMENT</b>	SAP No.: 110000000192
Approver's Title: Manager - Business Development		Original date: 03/03/1995
Author's Title: Supt - Contractor Management	<b>CONTACTOR MANAGEMENT FRAMEWORK</b>	Page: 1 of 17

**Issue date: 11/12/2015**
*Controlled copy on day of printing 12/02/2016 only*
**Version: 15**

## CONTRACTOR MANAGEMENT FRAMEWORK

### Contents

<b>CONTRACTOR MANAGEMENT SYSTEM OF WORK.....</b>	<b>2</b>
PURPOSE.....	2
SCOPE.....	2
DEFINITIONS.....	2
FRAMEWORK MODEL.....	3
SELECTION AND AWARD .....	4
PLANNING AND PREPARATION .....	6
EXECUTE WORK .....	7
PERFORMANCE MANAGEMENT .....	7
<b>ROLES AND RESPONSIBILITIES .....</b>	<b>9</b>
CONTRACTOR MANAGEMENT TEAM .....	9
<b>OTHER ASSOCIATED SYSTEMS .....</b>	<b>12</b>
CONTRACTOR APPROVAL .....	12
SITE ACCESS .....	12
QUALIFICATIONS .....	13
FIRST AID .....	13
HEALTH MONITORING .....	13
EMERGENCY PREPAREDNESS AND RESPONSE .....	13
CONFIDENTIALITY UNDERTAKING FOR CONTRACTORS.....	14
GENERAL SITE RULES .....	14
PLANT WIDE POLICIES.....	14
SPECIFIC SITE RULES AND REQUIREMENTS .....	14
COMPANY PROPERTY - REMOVAL FROM SITE.....	15
CONTRACTOR EQUIPMENT .....	15
INSPECTION & REPAIR OF STATUTORY PLANT EQUIPMENT .....	15
SITE FACILITIES .....	15
HAZARDOUS SUBSTANCES & DANGEROUS GOODS.....	15
MOTOR VEHICLES & POWERED MOBILE PLANT .....	16
TAC CONTRACTOR MANAGEMENT PROCESS SIPOC .....	17

Department: Business Development	<b>CONTRACTOR MANAGEMENT</b>	SAP No.: 110000000192
Approver's Title: Manager - Business Development		Original date: 03/03/1995
Author's Title: Supt - Contractor Management	<b>CONTRACTOR MANAGEMENT FRAMEWORK</b>	Page: 2 of 17

**Issue date:** 11/12/2015

*Controlled copy on day of printing 12/02/2016 only*
**Version:** 15

## Contractor Management System of Work

---

### Purpose

The purpose of this policy is to provide a framework for the safe and efficient utilisation of contractors providing services to Tomago Aluminium.

### Scope

This policy applies to all vendors engaged in the provision of services performed on the Tomago site. These vendors shall be referred to as Contractors.

This policy applies to all contractor employees, sub-contractors and Tomago Aluminium personnel (with respect to engagement of contractors).

This policy does not apply to contractor employees engaged via the supplementary labour process to temporarily fill a permanent Tomago position.

### Definitions

Approved Contractor	A Vendor that has met Tomago's EHS, operational, commercial requirements. A Vendor that has a current SAP vendor number.
Contract Administrator	The Tomago Procurement employee who has been assigned responsibility for the commercial operations, performance and administration of relevant contracts within their area.
Department Contractor Co-ordinator	The TAC employee or approved delegate who has the responsibility for the engagement and management of contractor services in the Business Units. (i.e. Planners/Schedulers, Supervisors etc.)
Contractor	A Vendor engaged in work/service done on Tomago site or work done off site for installation on Tomago site. May be used in reference to the company or an individual employed of that company.
Contractor Rep	The authorised contractor employee accountable for fulfilling the Contractor Rep role as per TAC's PTW policy.
Sub-contractor	A Vendor, engaged by an Approved Contractor to perform part of a service. An Approved Contractor can also be engaged as a Sub-contractor
Job Controller	The authorised person accountable for the safe engagement contractors as per TAC's PTW policy and issuing of relevant PTW.

Department: Business Development	<b>CONTRACTOR MANAGEMENT</b>	SAP No.: 110000000192
Approver's Title: Manager - Business Development		Original date: 03/03/1995
Author's Title: Supt - Contractor Management	<b>CONTRACTOR MANAGEMENT FRAMEWORK</b>	Page: 3 of 17

**Issue date: 11/12/2015**
*Controlled copy on day of printing 12/02/2016 only*
**Version: 15**

Vendor	A company having signed a contract with Tomago to supply goods or provide a service
SAP	Tomago Aluminium's computerised business process system

## Framework Model

The following diagram is provided to give a high level view of TAC's contractor management process. Each process step is expanded upon in its own section within this document.



### Vendor Qualification

A pre-qualification of all Contractors shall be carried out by Procurement to confirm compliance to relevant EHS, Tomago Aluminium and Legislative requirements.

The key requirements include the following

- That all contractors must be prequalified before starting work and have a vendor number registered in SAP.
- The Manager - Procurement or approved delegate must approve any exceptions from the pre-qualification requirements.
- That an Approved Contractor who wishes to use subcontractor(s) to perform part of their work must have Procurement / Supervisor - Contractors approval. If the subcontractor is not an Approved Contractor then they must follow the site access for a non vendor company process.
- That Procurement has the responsibility for contract administration. The Contractor Management team will provide input as required.

### References:

DMS Document No.	Title
160000000288	Vendor Application / Change Form
120000002775	Supplier Registration & Approval Procedure
120000002651	Proc SOP 70 Insurance

Department: Business Development	<b>CONTRACTOR MANAGEMENT</b>	SAP No.: 110000000192
Approver's Title: Manager - Business Development		Original date: 03/03/1995
Author's Title: Supt - Contractor Management	<b>CONTRACTOR MANAGEMENT FRAMEWORK</b>	Page: 4 of 17

**Issue date: 11/12/2015**
*Controlled copy on day of printing 12/02/2016 only*
**Version: 15**

150000000107	Health, Safety & Environment Policy
150000000023	Code of Conduct
110000000159	OHS Legal & Other Requirements Management Program
110000000096	Environment Legal and other Requirements Procedure
110000000152	Contractor EHS Induction Standard
160000000671	SITE ACCESS APPLICATION FOR A NON VENDOR COMPANY

## Selection and Award

Engagement of a contractor is on the basis that outsourcing of work / services and expenditure of funds has an approval process.

The key requirements include the following

- That outsourcing of work has been authorised. Refer to Table 1.
- That there is sufficient budget available. The Department Contractor Co-ordinator is responsible for informing the business of contractor spend budget and that budget availability is reviewed with the appropriate personnel prior to engagement. (ie. Planner and schedulers or delegated persons)
- That a relevant scope of work is documented and that this must be communicated effectively to the contractor with opportunity for clarification prior to the execution of work.
- That a Request for Quotation and / or Pre Bid discussion may be required depending on the work being requested.
- That commercial authorisation (ie approved Purchase Requisition or Purchase Order) must be raised prior to the commencement of work. Only the Department Contractors and Planners/Schedulers or Nominated delegates, engaging Contractors, may initiate a Purchase Requisition within SAP. No work is to commence without an approved Purchase Requisition unless authorised by the Manager - Procurement or approved delegate.

Department: Business Development	<b>CONTRACTOR MANAGEMENT</b>	SAP No.: 110000000192
Approver's Title: Manager - Business Development		Original date: 03/03/1995
Author's Title: Supt - Contractor Management	<b>CONTACTOR MANAGEMENT FRAMEWORK</b>	Page: 5 of 17

**Issue date:** 11/12/2015

*Controlled copy on day of printing 12/02/2016 only*
**Version:** 15

**Table 1**

<b>Outsourcing Authorisation Table</b>	
Contractor Spend Category	Process to Authorise Outsourcing
Capital	Specific project authorisation
Major Maintenance	Specific project authorisation
Pre-Approved Contractor Budget	Specific activities defined in budget process. Operations and Maintenance
Undefined Activity	No specific activity defined. Budget availability authorised by AEL / Op's leader or above and communicated to Supervisor - Contractors

**References:**

DMS Document No.	Title
110000000186	Scope of Work Guidelines
110000000169	Risk Management Procedure
150000000038	Procurement Policy

Department: Business Development	<b>CONTRACTOR MANAGEMENT</b>	SAP No.: 110000000192
Approver's Title: Manager - Business Development		Original date: 03/03/1995
Author's Title: Supt - Contractor Management	<b>CONTACTOR MANAGEMENT FRAMEWORK</b>	Page: 6 of 17

**Issue date: 11/12/2015**
*Controlled copy on day of printing 12/02/2016 only*
**Version: 15**

## Planning and Preparation

Safe and efficient utilisation of contractor resources is achieved by clear definition, thorough risk assessment /control and effective communication of our requirements to the contractor as well as the appropriate preparation to receive the requested services.

The key requirements include the following

- That each Business Unit has a department planning process to accommodate requested contractor work.
- That an owner for the requested contractor work be nominated. This is the person the Department Contractor Co-ordinators and/or Delegates will liaise with for the delivery of requested work ( i.e. Job Controller)
- That a Site Wide Resource plan be utilised for the main service types. The Site Wide Resource plan/s will.
  - Include Project and Routine work categories
  - Reflect any resource limitations
  - Define criteria such as Daily Contractor Demand, Owner, Department, Purchase Order, and Service Delivery Date.
  - Contractor Demand levels will be authorised by Contractor Management Group in advanced via a prioritisation process based on business need.
- That risks relating to the scope of the work, the surrounding processes and environmental factors are assessed, with all hazards identified & controlled.
- That appropriate site visits and risk assessment processes are conducted in the development of the relevant JSEA's and PTW.

### References:

DMS Document No.	Title
110000000169	Risk Management Procedure
120000002461	Contractor Permit to Work System

Department: Business Development	<b>CONTRACTOR MANAGEMENT</b>	SAP No.: 110000000192
Approver's Title: Manager - Business Development		Original date: 03/03/1995
Author's Title: Supt - Contractor Management	<b>CONTACTOR MANAGEMENT FRAMEWORK</b>	Page: 7 of 17

**Issue date: 11/12/2015**
*Controlled copy on day of printing 12/02/2016 only*
**Version: 15**

## Execute Work

Execution of work section is relative to onsite activities only. The appropriate level of oversight of contractor service delivery is fundamental to safe and efficient contractor utilisation.

The key requirements include the following

- That management of contractors is limited to Department Contractor Co-ordinators and their nominated delegates.
- That Tomago aluminium's Contractors Permit to Work policy be followed.
- That department induction policy and access criteria be followed.
- That for the department they are working in, Department Contractor Co-ordinators and their nominated delegates would need to be authorised as
  - Job Controllers. Note: There can be other designated Job Controllers within a department.
- Additionally for the department they are working in, Department Contractor Co-ordinators and their nominated delegates could be authorised as
  - Process Owner. Note: There can be other designated Process Owners within a department.
  - Isolating Person. Note: There can be other designated Isolating Persons within a department.
- That a Job Controllers and their nominated delegates for a given job, will conduct sufficient oversight of work, at the work site, to ensure work is delivered in line with the scope and safe work method and risk profile of work.
- That change of method, quantity or quality in the delivery of work be appropriately assessed and approved by the Job Controller.
- That Job Controllers sign off on time sheets at the completion of a task to support accurate receipting.
- That only the Department Contractor Co-ordinators or nominated delegate receipts the purchase order at work completion, relative to the actual service provided.

### Reference:

DMS Document No.	Title
110000000169	Risk Management Procedure
120000002461	Contractor Permit to Work System
150000000038	Procurement Policy

## Performance Management

A system of feedback of contractor performance against nominated targets / KPI's is employed to ensure established contractors are given opportunity to improve as

Department: Business Development	<b>CONTRACTOR MANAGEMENT</b>	SAP No.: 110000000192
Approver's Title: Manager - Business Development		Original date: 03/03/1995
Author's Title: Supt - Contractor Management	<b>CONTACTOR MANAGEMENT FRAMEWORK</b>	Page: 8 of 17

<b>Issue date:</b> 11/12/2015
-------------------------------

*Controlled copy on day of printing 12/02/2016 only*

<b>Version:</b> 15
--------------------

required. The feedback process also provides opportunity to identify and target areas of waste in our contractor spend.

The key requirements include the following

- That safety performance management comply with existing incident reporting policy.
- That the Area Contractor Responsible Person - or nominated delegate provides regular feedback on a contractor's service delivery performance.
- That the Area Nominated Tomago Representative- in conjunction with key personnel within a Business Unit, review actual contractor spend against budget on a monthly basis.
- Requires that Vendor's receive performance feedback. This will be conducted on a Monthly frequency for the top 10 contractors and/ or at a frequency relative to type and quantity of a vendor's service provision, and will combined the inputs of safety, service delivery and commercial performance. This will be lead by the Contractor Management Superintendent with support from a nominated Procurement delegate. This review data will be utilised by Procurement to rate a Contractors overall annual performance.

*Reference:*

DMS Document No.	Title
160000000215	Contractor Performance Review Form
110000000176	Plant wide Records Management
110000000162	Performance Measurement & Monitoring
110000000165	EHS Audit



Department: Business Development	<b>CONTRACTOR MANAGEMENT</b>	SAP No.: 110000000192
Approver's Title: Manager - Business Development		Original date: 03/03/1995
Author's Title: Supt - Contractor Management	<b>CONTRACTOR MANAGEMENT FRAMEWORK</b>	Page: 9 of 17

**Issue date: 11/12/2015**
*Controlled copy on day of printing 12/02/2016 only*
**Version: 15**

## Roles and Responsibilities

### Contractor Management Team

Table 3 highlights the various interactions between specific roles & responsibilities within the Tomago Aluminium site.

**Table 3 – Contractor Management RACI**

Process	Activities	Responsible	Accountable	Consult	Inform
Vendor Qualification	Definition of service requirements	CL, Dept	CM	Purchasing Officer	Site
	Vendor Pre Qualification	Purchasing Officer	Manager Procurement	CM & CL	Site
Selection & Award	Should work be outsourced	Dept	Dept Manager	CM & CL	Procurement
	Is there a budget available	CL	Dept Manager	Dept / Superintendent / AEL	Customer
	Establish scope of work & work category - Operations	CL/Customer	CL	Tech Expert & Specialist	vendor
	Establish scope of work & work category - Maintenance	Customer			
	Pre Task / Pre-bid discussion	CL/Customer	CL	Vendor & Tech Expert	vendor
	Start commercial process	CL	CM	Purchasing Officer	NA
Planning & Preparation	Planning process - Site	CL	CM	Customer Vendor	Customer Vendor
	Planning process - Dept	CL	Superintendent		Dept Rep
	PTW Prep-TAC Rep	CL	CM	Tech Specialist / Vendor	Dept
	Contractor Demand Load Levelling	CL	CM	Dept	Site
	Variation Management	CL	CM	Dept Rep, Procurement	Vendor
	Isolation plan is available (plan done by department)	CL / TAC Rep	CM	Dept Planner	Vendor

Department: Business Development	<b>CONTRACTOR MANAGEMENT</b>	SAP No.: 110000000192
Approver's Title: Manager - Business Development		Original date: 03/03/1995
Author's Title: Supt - Contractor Management	<b>CONTRACTOR MANAGEMENT FRAMEWORK</b>	Page: 10 of 17

**Issue date: 11/12/2015**
*Controlled copy on day of printing 12/02/2016 only*
**Version: 15**

Process	Activities	Responsible	Accountable	Consult	Inform
Execute Work	PTW/Sign on Process- job controller	CL	CL	Dept	Vendor
	PTW/Sign on Process- Plant Owner	CL as required	CL	Dept	Vendor
	PTW/Sign on Process- Isolating Person G & S	CL as required	CL	Dept	Vendor
	On the job oversight of work, Safety Engagements	CL/ Job Controllers & delegates	CM	Vendor Procurement Tech Specialist	HSE, Dept, Vendor Procurement
	Variation Management	CL	CM	Dept Rep, Procurement	Vendor
	Sign Off process-Sign Off	CL / Job Controller	CM	Vendor Dept	Dept, Vendor, Procurement
	Sign Off Process- Sign off Time Sheet Log	CL & Delegate	CM	Vendor Dept	Dept, Vendor, Procurement
	Auditing of Service delivery	CL	CM	Vendor Dept	Dept, Vendor, Procurement
	Complete Commercial Process-Claim	CL	CM	Vendor Finance	Vendor
	Complete Commercial Process-Data Entry	CL	CM	Procurement Vendor	
Performance Management	Performance Review/Feedback	CL	CM	Dept, Vendor, Procurement	Dept, Vendor, Procurement
	Monitor Spend against budget / Cost Reduction projects / CI	CL	Area Superintendent	Dept Finance	Dept
	Audit of Tier 1 Vendor Safety systems	HSE	HSE Manager	Vendor	CL, CM, Vendor Procurement,
	Site Wide performance feedback & Review	CM, HSE Procurement	Procurement Manager	Vendor CL	Vendor
	CI based improvement activities	C	CM	Dept, Vendor, Procurement, CI	Dept, Vendor, Procurement

**CL=** Area Contractor Responsible Person - (Dept) **CM=**Contractor Management Superintendent (Site)

Department: Business Development	<b>CONTRACTOR MANAGEMENT</b>	SAP No.: 110000000192
Approver's Title: Manager - Business Development		Original date: 03/03/1995
Author's Title: Supt - Contractor Management	<b>CONTACTOR MANAGEMENT FRAMEWORK</b>	Page: 11 of 17

**Issue date:** 11/12/2015

*Controlled copy on day of printing 12/02/2016 only*

**Version:** 15

**References:**

DMS Document No.	Title
	Superintendent - Contractors role description
	Supervisor - Contractors role description

Department: Business Development	<b>CONTRACTOR MANAGEMENT</b>	SAP No.: 110000000192
Approver's Title: Manager - Business Development		Original date: 03/03/1995
Author's Title: Supt - Contractor Management	<b>CONTACTOR MANAGEMENT FRAMEWORK</b>	Page: 12 of 17

<b>Issue date:</b> 11/12/2015
-------------------------------

*Controlled copy on day of printing 12/02/2016 only*

<b>Version:</b> 15
--------------------

## Other Associated Systems

---

### Contractor Approval

#### VENDOR EHS APPROVAL AND REGISTRATION

Vendors providing services to Tomago are approved based on their ability to conduct their activities in accordance to:

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

All new vendors will undergo the EHS evaluation and approval process for the registration onto the Approved Vendor Register for subsequent engagement by authorised TAC personnel. Vendors will be required to complete the questionnaire on an annual basis.

#### SUB-CONTRACTOR APPROVAL

A contractor who wishes to use subcontractor(s) to perform part of the work must have the Contract Administrators approval. If the subcontractor is on the Approved Vendor Register, approval will be automatic.

Where the subcontractor is not on the register the principle vendor shall be responsible for providing evidence that the subcontractor meets Tomago EHS Standards of performance. A list of all approved sub-contractors must be submitted to the Site Contractor Coordinator.

A principle vendor can be disqualified from working on the TAC site if they bring a subcontractor on site that fails to meet the Tomago EHS expectations. (See Vendor EHS Registration & Approval Procedure - section 4.1.3 – Approved Vendors).

120000002775	OHS.OP.4.5.5.5	Vendor EHS Registration & Approval Procedure
--------------	----------------	--

### Site Access

Approval for a vendor's employee to access Tomago site must initially be obtained via Procurement. The vendor shall give 7 days notice of its intention to bring a new employee on site. This notice is given by completion of the Contractor Induction Application Form.

Access to Tomago site for contractor employees is by way of an identification swipe card. Cards will only be issued to bona fide contractor workers and contractor supervisors, who have completed the Level 2: Site Safety Contractor Induction.

All personnel entering the site must pass their card across the card readers and enter by the turnstiles at the gatehouse. All personnel in vehicles entering the site must swipe their cards across the readers to become validated. Cards must be swiped to

Department: Business Development	<b>CONTRACTOR MANAGEMENT</b>	SAP No.: 110000000192
Approver's Title: Manager - Business Development		Original date: 03/03/1995
Author's Title: Supt - Contractor Management	<b>CONTRACTOR MANAGEMENT FRAMEWORK</b>	Page: 13 of 17

**Issue date: 11/12/2015**
*Controlled copy on day of printing 12/02/2016 only*
**Version: 15**

record all employee movements so at any given time security can identify which contractors on site.

For irregular site access for sales calls a visitors pass must be arranged by the Tomago employee who requires the visit to take place. Known as a Level 1: Visitor Induction where the employee will be issued a Day Pass swipe card.

*Reference:*

16000000212	OHS.OP.4.5.5.F2	Contractor Induction Application Form
-------------	-----------------	---------------------------------------

## Qualifications

Vendors must demonstrate throughout the tenure of the contract, valid documentation that their employees possess the legal training and certificate requirements specific to the tasks they are contracted to perform. This documentation must be available when requested by a Tomago Aluminium Company representative.

The Vendor employees (Contractors) may be required to provide evidence of qualifications to the TAC Representative prior to performing any work on site. E.g. Licences or Tickets.

## First Aid

Contractors must provide the appropriate first aid and medical services for their employees working at Tomago. These services must be as defined in the contract.

Tomago has first aid and medical facilities that are available to assist with injury management. With respect to major works and / or projects, contracts must include the supply of First Aid & Medical Care by the Principle Contractor. This is due to increase in people and potential high frequency of care required which Tomago Medical Services cannot sustain.

## Health Monitoring

Occupational Hygiene Monitoring is provided to Contractors whose tasks appear on the monitoring plan, or with whom special monitoring arrangements have been negotiated within their contract.

*Reference:*

110000000158	OHS.MP.002	Health and Hygiene Services Management
--------------	------------	--

## Emergency Preparedness and Response

Tomago's requirements for emergency preparedness and response are to ensure that consistent and effective approaches are adopted across the Tomago Aluminium site. Therefore contractor employees must adhere to the emergency preparedness and response procedure. Communication and knowledge of the procedures are detailed in the Contractor EHS Standard and Business Unit Inductions.

Contractors have a responsibility to ensure full coordination of relevant emergency response plans, activities and drills.

Department: Business Development	<b>CONTRACTOR MANAGEMENT</b>	SAP No.: 110000000192
Approver's Title: Manager - Business Development		Original date: 03/03/1995
Author's Title: Supt - Contractor Management	<b>CONTACTOR MANAGEMENT FRAMEWORK</b>	Page: 14 of 17

**Issue date:** 11/12/2015

*Controlled copy on day of printing 12/02/2016 only*
**Version:** 15

*Reference:*

110000000161	OHS.MP.009	Emergency Preparedness & Response
--------------	------------	-----------------------------------

### Confidentiality Undertaking for Contractors

Vendors shall be bound to the confidentiality deed signed within the contract. Where appropriate vendor employees of a company contracting to Tomago must acknowledge that during their employment, or period of work at Tomago, they may use or see confidential information. Therefore contractors as required shall be bound to same confidentiality agreements as all Tomago Employees and must complete a Contractor Confidentiality Form.

*Reference:*

160000000350	Contractor Confidentiality Form
--------------	---------------------------------

### General Site Rules

This procedure covers the general safety requirements for all persons coming onto the smelter site. All employees, contractors and visitors must comply. The majority of the rules are also featured in the Contractor EHS Induction.

*Reference:*

120000002652	OHS.OP.4.1.2.1	Plant Safety Rules
--------------	----------------	--------------------

### Plant Wide Policies

The following are plant wide policies that must be adhered to by contractors where applicable. These include but are not limited to:

- Camera & Photographic Policy (incorporates Mobile Phone Cameras)
- Desktop Internet Access
- Drug & Alcohol Policy
- EEO Policy
- Email Policy
- Mobile Phone Policy
- Proper use of PC's
- Smoking Policy

### Specific Site Rules and Requirements

The following are specific site rules and requirements for contractors that must be adhered to. These include but are not limited to:

#### **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

This procedure outlines the expected PPE requirements to protect the health and safety of all visitors, contractors and employees.

*Reference:*

Department: Business Development	<b>CONTRACTOR MANAGEMENT</b>	SAP No.: 110000000192
Approver's Title: Manager - Business Development		Original date: 03/03/1995
Author's Title: Supt - Contractor Management	<b>CONTACTOR MANAGEMENT FRAMEWORK</b>	Page: 15 of 17

**Issue date: 11/12/2015**
*Controlled copy on day of printing 12/02/2016 only*
**Version: 15**

120000002459	OHS.OP.4.5	Personal Protective Equipment (PPE)
--------------	------------	-------------------------------------

### Company Property - Removal from Site

A vendor requiring removal of Tomago Aluminium Company property from site for scrap or repair / modification must complete the appropriate form in conjunction with their TAC Representative.

*Reference:*

160000000065	Removal from for Repair/Modification
160000000276	Scrap Removal Form

### Contractor Equipment

The vendor shall ensure that all plant and equipment must be fit for purpose, in good operating condition and meet any legislative requirements that apply. Tomago procedure for pre-flight inspections identifies the minimum requirements for powered mobile plant.

The Tomago procedure for forklift safety outlines the principles of forklift safety as minimum requirements.

*Reference:*

--	--	--

### Inspection & Repair of Statutory Plant Equipment

The procedure for contractors responsible for the inspection and repair of Statutory Plant Equipment details the minimum requirements.

*Reference:*

--	--	--

### Site Facilities

This procedure applies to all contractors required to place temporary buildings or storage containers on the Tomago Aluminium site.

*Reference:*

120000003024	Contractor Site Facility
--------------	--------------------------

### Hazardous Substances & Dangerous Goods

These procedures provide the measures for Tomago Aluminium and its people to meet the legal requirements of the Hazardous Substance Regulation of the Occupational Health and Safety Act of NSW. These documents apply to all employees and contractors working for Tomago Aluminium Company.

*Reference:*

Department: Business Development	<b>CONTRACTOR MANAGEMENT</b>	SAP No.: 110000000192
Approver's Title: Manager - Business Development		Original date: 03/03/1995
Author's Title: Supt - Contractor Management	<b>CONTACTOR MANAGEMENT FRAMEWORK</b>	Page: 16 of 17

<b>Issue date:</b> 11/12/2015
-------------------------------

*Controlled copy on day of printing 12/02/2016 only*

<b>Version:</b> 15
--------------------

110000000149	OHS.OP.4.5.6	Hazardous Substances Management
110000000148	OHS.OP.4.5.6.1	Dangerous Goods

### Motor Vehicles & Powered Mobile Plant

The procedure outlines the authorisation and monitoring of vehicles accessing the site. It also ensures Powered Mobile Plant bought on site meets standards and regulations.

*Reference:*

110000000177	Light Vehicle Site Access Policy
--------------	----------------------------------



# TAC Contractor Management Process SIPOC

Suppliers	Inputs	Process	Outputs	Customers
Contractor Mgmt, Business Units	Definition of service requirements	Vendor	Service Requirement Scope (TBD)	Business Unit
HSE, Procurement	Vendor Pre Qualification Process	Qualification	Vendor Qualification Status. Inductions	Contractor
Business Units	Should work be outsourced	Selection and Award	Budget Authorisation Table	Contractor Mgmt
Contractor Mgmt	Is there a budget? Is it OK to spend?		Budget Reviewed	Business Unit
Contractor Mgmt, Business Units	Establish Scope of Work - Define work category		Scope of work , CWC, Notification , W/Order, Work Category Table	Contractor
Contractor Mgmt, Procurement	Initiate Vendor Sourcing Process as required		RFQ, Risk Assessments as req'd	Contractor
Contractor Mgmt, Procurement	Pre Task / Pre Bid Discussion as req'd		Minutes, Scope adjustment, CWC	Contractor, Business Unit
Contractor Mgmt, Procurement	Start commercial process		Purchase Requisition, Purchase Order	Contractor
Contractor Mgmt, HSE as Req'd, Specialist as Req'd	Planning Process and PTW preparation		Planning and Preparation	Department Operational Plan, JSEA, special permits as req'd, Induction / Qual check, Further training as
Contractor Mgmt	Contractor Demand Load Levelling	Contractor Demand Site Wide Plan, Prioritisation Process (TBD)		Business Unit, Contractor
Contractor Mgmt, HSE, Business Unit, Contractor	Risk Assessment	Risk Assessment document, JSEA		Contractor Mgmt, Business Unit, Contractor
Contractor Mgmt	Variation management	Communication of relevant changes		Business Unit, Contractor, Procurement
Contractor Mgmt	PTW / Sign On Process	Execute Work	PTW form, Isolation Plans, Special Permits	Contractor, Business Unit
Contractor Mgmt, HSE for Safety Engagements	On the job oversight of work / Safety engagements		Audits, Protocols, KPI tracking	Business Unit
Contractor Mgmt, business Unit, Procurement, HSE as Req'd, Specialist as Req'd	Variation / Change management		Change management, JSEA, Risk Mgmt, Procurement policies	Contractor, Business Unit, Procurement
Contractor Mgmt	Sign Off Process / Audit of Service Delivery		PTW form, Time sheet sign off, Hand back, POV/NOV, Client Acceptance	Business Unit
Contractor Mgmt, Procurement	Complete commercial process / Audit Claims		Claim Sheet, Invoice	Finance, Procurement, Contractor
Contractor Mgmt, HSE, Procurement, Contractor	Contractor Performance Review / Feedback	Performance Management	Feedback form, Cont Safety Dashboard, Tier 1 and Special Cause Improvement plans, Communication forums	Procurement, Business Unit
Contractor Mgmt,	Monitor spend Vs budget / CI Cost Reduction		Budget spend report, Analysis, CI Projects, BU Cont Spend mthly reviews	Business Unit
HSE, Contractor	Audit of Vendor Safety Mgmt systems - Tier 1		Audit report	Business Unit, Contractor
Procurement, Contractor Mgmt, HSE, Contractor	Performance Feedback and Review to Vendor		Actions List, Improvement plan updates / initiated	Procurement, Contractor, HSE