

Department: PROCUREMENT	CONTRACTOR SITE FACILITIES	SAP No.: 120000003024
Approver's Title: Business Development Mgr		Revised date: 29.05.2008 Previous date: 20.12.2011
Author's Title: Contractor Services Superintendent		Page: 1 of 5
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1. INTRODUCTION

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

2. PURPOSE

The purpose of this agreement is to ensure that:

- Only Contractors and/or personnel that have received the necessary authorisation from Tomago, place temporary buildings or storage containers on the Tomago site. (Refer 8. Authorisation)
- Only Contractors and/or Personnel that have received authorisation from Tomago and that have agreed to these terms and conditions, use the Contractor compound and amenities.
- Contractor compounds are maintained in an orderly and safe manner at all times to the satisfaction of Tomago Aluminium.
- The conduct of all personnel occupying or using Contractors compounds does not adversely affect any other personnel in the area.

3. GENERAL REQUIREMENTS FOR ALL CONTRACTORS

The requirements identified in the following points shall apply to all Contractors, Sub Contractors and their employees, which have been authorised by Tomago to place temporary buildings and/or storage containers on the Tomago site.

- Tomago reserves the right to disallow a contractor permission to place temporary buildings and/or storage containers on the Tomago site.
- Tomago may without warning request a contractor to vacate the area when:
 - The Contractor breaches the requirements outlined in this document.
 - A Contractor has been unruly and uncooperative towards others in the area.
 - A Contractors conduct has been found to be unsafe to themselves or others in the area.
 - Tomago requires the area for other purposes.

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- The area, which has been allocated to them, shall be kept clean at all times.
- Each contractor shall use the waste facilities made available. Unless stated otherwise in their contract documents.
- Each contractor shall supply only portable buildings and/or containers that are in good operable condition.
- No additional portables and/or containers are to be placed in the contractor area without permission from Tomago Procurement.
- Portable buildings shall be for use as administration and storage of small non-hazardous goods and materials and equipment.
- Containers are to be used for storage only.
- An amenities building consisting of M/F Toilets, Shower/Change Room and lunchroom have been provided for common use.
- No fabrication or manufacture of major works shall take place in the contractor's area.
- No prohibited items, as described in the Contractors EHS Induction Standards, are allowed on site at all.
- No restricted articles are permitted in the area unless:
 - Permission has been obtained from Tomago as per the plant safety rules.
 - Articles are removed from site at the completion of the project they were bought on site for.
 - The contractor implements effective controls to ensure that others in the immediate area are not in any danger as a result of the items being present.
- Each contractor shall supply their own garbage bin for their compound and ensure that the bins are emptied daily to reduce the possibility of attracting vermin.
- The Contractor permits access to the area by Tomago Representatives at all times.

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4. HOUSEKEEPING AUDIT REQUIREMENTS

- The Contractor shall be required to conduct regular inspections or audits of their area. The results shall be forwarded onto the Tomago Site Contractor Coordinator
- In addition to the Contractors Audits, Tomago will conduct an area audit as required. The Contractors shall be required to cooperate with this audit.
- The Contractor shall participate in the area audits and comply with any corrective action request generated by these audits.

5. CONTRACTUAL, COSTS AND DAMAGE

- All costs associated with the connection of the contractor's buildings to site services supply points shall be at the Contractor expense. A Tomago preferred supplier should carry out connections.
- Where Tomago requires a Contractor to vacate the area the Contractor shall do so within 7 working days or at a time agreed by both parties.
- The Contractor shall vacate the area within 7 working days of completing their contract scope of works unless authorised to do otherwise.
- On the front of each portable building, container or plant the contractor shall display the Vendors name or logo to allow easy identification.
- As power and phones are limited Tomago cannot guarantee availability.
- The contractor is permitted at their expense to provide a fence to their area. The fence shall be one of the following methods of construction:
 - The fence is either of an engineered temporary style (as supplied by hire companies) and the area is repaired when the contractor leaves site.

NB temporary fencing shall not be permitted if the contractor is required to carryout excavation to erect the fence.

OR

- The Methods of construction and the construction materials shall match existing structures. Upon completion of the contractor work at the Tomago site the contractor agrees to leave the permanent fenced compound behind. The compound then becomes the property of Tomago Aluminium.

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- Tomago will repair any damage to the facilities and all costs associated with the repairs shall be forwarded onto the Contractor Firm that caused the damage.
- Tomago will repair any damage to the facilities caused by persons unknown. Tomago reserves the right to recoup all costs associated with the repairs by dividing the cost amongst each contractor using the area at the time the damage occurred
- Site buildings and containers shall have the following aesthetic appearance
 - Portable buildings shall be as per current standard construction for portable site sheds. The site sheds are to be clean and in good working order. Multiple coloured buildings will not be allowed; the exterior can be painted to match the preferred colour Colourbond "Wheat".
- No modification to the compounds or construction of a weather cover shall be permitted without:
 - First obtaining permission from Tomago.
 - The structure/ modification shall be engineered designed at the contractor expense.
 - All Council approvals and associated costs shall be borne by the Contractor.
- In the event the contractor vacates the compound then Tomago may request the approved modifications and/or structures to be removed and the compound returned to its original state, at the contractor's expense.

6. TRAFFIC MANAGEMENT

- All vehicles and mobile equipment shall be parked in an orderly manner that does not restrict traffic movement.
- All vehicles shall be restricted to 5km/hr while on the hardstand area. No associated vehicle/plant accessories, attachments or equipment (items) are to be stored in the open hardstand area without the necessary containment, racks or fences being put in place to store the items in a safe secure manner.
- Heavy vehicles are to be cleaned out, flushed or decontaminated only in Tomago authorised locations.

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7. HAZARDOUS SUBSTANCES & DANGEROUS GOODS

Storage of hazardous goods will only be permitted if:

- Permission is obtained from Tomago Environment and Sustainability Services Department to store the hazardous goods on site through the authorisation process.
- Goods are handled and stored in accordance hazardous goods Regulations and site procedures.

8. AUTHORISATION

Authorisation to place temporary buildings and or storage containers (including additional) on the Tomago site must be granted by a Procurement Leader. Applications must be made in writing addressing all criteria listed above. Once the initial application is approved and a site / area is allocated* the vendor must supply an outline or plan for the area. Once full authorisation is received from Tomago the vendor must sign agreeing to these terms and conditions. Areas are limited Tomago cannot guarantee availability.

I have read the Site Facilities Policy and understand our obligations, and agree that the policy will be adhered to by all the employees of our organisation.

Printed Name:

Signature: Date/...../.....

Company: