



SAFETY AND ENVIRONMENTAL INFORMATION FOR EXTERNAL COMPANIES

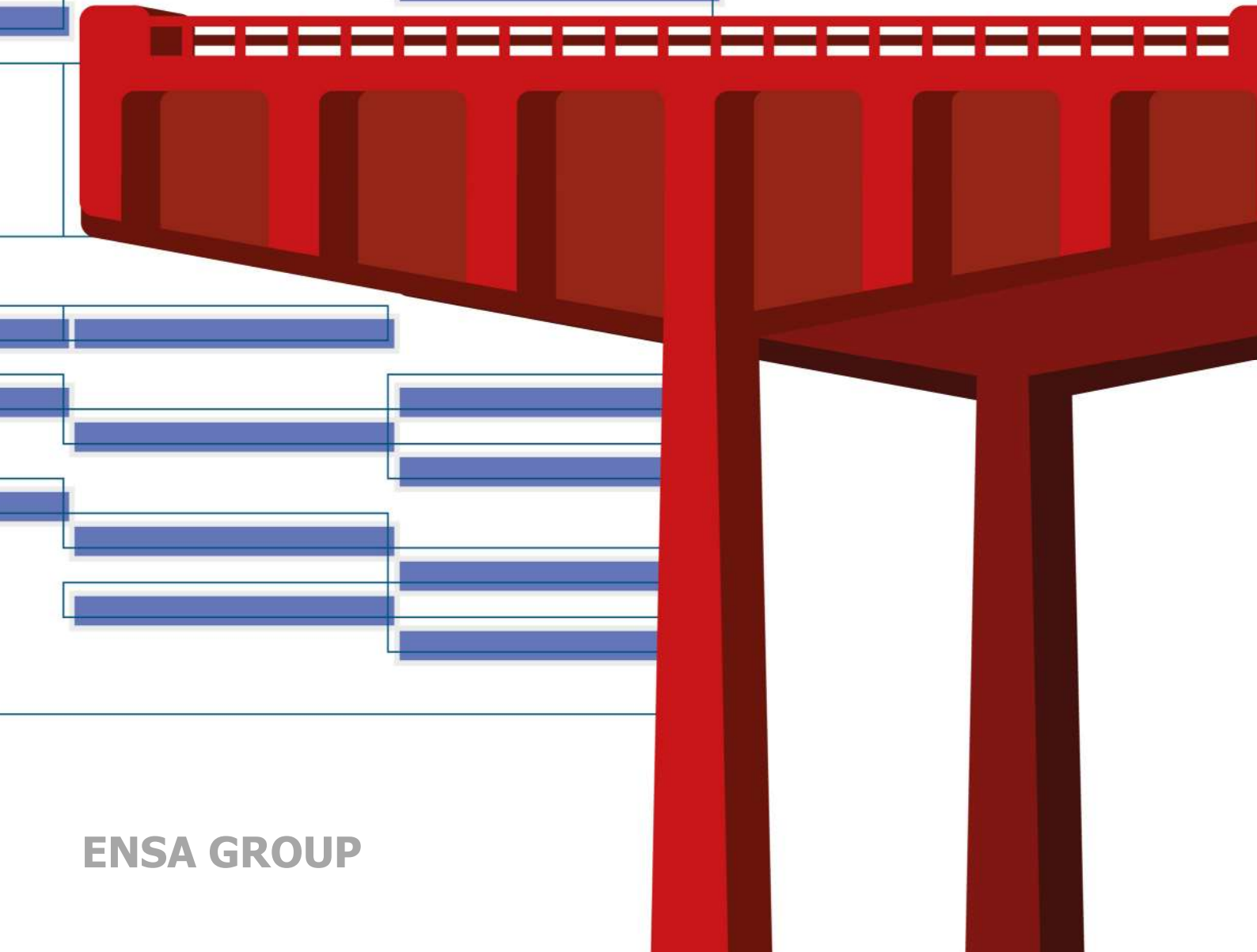


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1. INTRODUCTION

The purpose of this document is to inform the hired companies of the general potential risks that may be faced at EQUIPOS NUCLEARES, S.A., S.M.E. (Ensa) and which, therefore, may occur during the provision of their services, the preventive measures to be taken for their control, the action steps in case of emergency and the environmental action rules.

This gives the necessary information to provide the hired companies with the application of Integrated Security, within the scope of their responsibility, for those works performed at the Ensa facilities. The necessary coordination between the companies is also established in order to cooperate in the application of occupational hazard prevention regulations.

The end goal is to achieve an optimum level of safety, by:

- Planning and implementing preventive actions that will avoid workplace accidents.
- Establishing suitable communication channels between companies, which will enable effective cooperation on matters of occupational hazard prevention.
- Defining the necessary methodology for taking action, which will ensure ongoing improvement of the safety conditions during the works performed at the Ensa facilities.
- Monitoring effective compliance with the designed safety rules and measures, by applying a program of inspections.

This goal may only be achieved if each and every one of the hired company employees, whether executive or manual labour, apply the necessary measures to enable a correct professional job, making the Ensa facilities a safe place for everyone to work in.

2. ENSA'S ACTIVITIES

Ensa's main activity is the design, development, production, installation and repair of pressure containers, both for the nuclear and the conventional industry, machine-welded equipment, and laboratory activities for calibration, metallographic work, chemical work, mechanical testing and non-destructive testing.

The total surface area of the complex is 150,000 square metres, distributed as follows:

- 18,500 sq. m of production areas or warehouses
- 22,000 sq. m of offices and auxiliary facilities.

The rest of the surface area is occupied by parking lots, roads, parks and a sea dock with the facilities required for loading and unloading.



3. ENSA'S SAFETY, HEALTH AND ENVIRONMENT IN THE WORKPLACE POLICY

Ensa is a company dedicated to the manufacture of equipment and the provision of services for the civil nuclear industry. Our activity contributes to the fight against climate change, helping to generate **carbon-free energy**.

In the performance of its business, Ensa is committed to providing **safe and healthy working conditions** for the prevention of work-related injuries and deterioration of health, environmental protection and pollution prevention.

For this reason, Ensa has set up an Integrated Management System in its organisation that includes occupational health and safety and environmental management, committing itself to eliminating hazards and **reducing risks** and to protecting the ecosystems and **biodiversity** of our surroundings. This commitment is translated into the maintenance and continuous improvement of the integrated management system, as well as the establishment of an annual programme of objectives in these areas, always seeking to improve our safety, health and environmental performance and maintaining the commitment to comply with the applicable legal requirements, as well as other requirements that are subscribed to voluntarily.

We listen to our **stakeholders**, both internal and external, and meet their needs and expectations, maintaining a principle of transparency of relevant information on safety, health and environmental matters and promoting communication processes with interested parties.

We consider it essential to consult and **actively participate** our employees and their representatives in the safety, health and environmental culture of the organisation. We therefore encourage awareness of these aspects among all staff, training and motivating them to carry out their activities in a responsible way with regard to safety, health and the environment.

Equally important is the promotion of these commitments by the **external companies** contracted to perform work for Ensa, demanding an improvement of their practices so that they are in line with those of Ensa in the areas of safety, health and the environment.

All the principles of this policy are taken into account in the design and performance of our processes and activities, which are always carried out taking into account the health and safety of workers, the efficient use of energy and raw materials and applying measures that prevent the generation of waste and favour its recycling and recovery.

José David Gomila Benítez

Presidente & CEO

4. PROCEDURE FOR ACCESS CONTROL

Jobs will be assigned to external companies through a contract/order. Ensa must inform the hired companies of the occupational hazard prevention requirements that are applicable, pursuant to the type of work to be performed.

Once the proposal is accepted, along with the order, the Procurement Department sends this information report along with the instructions to access the Ensa facilities.

When the successful bidder company receives the order, it will **contact the Ensa access control service**, by sending an email to: accesos_sp@ensa.es, **informing this service of the company's intention to access our facilities, the person, their contact email and the nature of the work to be performed.**

Once the access control service verifies the information sent, the company will be registered on the web platform that manages access control at Ensa. At that time the contact person designated by their company will receive an email with their user name and password, providing them with access to our access control web platform, ECOGESTOR.

The required documentation must be uploaded and updated through the Ecogestor platform whenever a document expires or when there are changes to the initially established conditions that are important from a standpoint of prevention. The platform itself will notify the contractors of the need for changes in the documentation.

When an external company requests the services of another company to perform the work commissioned from it, the contractor company must inform Ensa by email, providing a person's name and contact email for the subcontractor company, and the nature of the work to be performed by the subcontractor.

For any questions, they may contact the access services at the email address: accesos_sp@ensa.es and on the phone number **+34 942 200 101**.

The documentation will be reviewed by the access control service, verifying that the uploaded documentation meets Ensa's requirements.

If any document is missing or is not suitable, the access control system will not allow the company to enter. The platform will automatically send an email listing the documentation pending from the contractors, both those that were not uploaded and those that have any defect in form.

The contractor must upload to the platform the documentation that is pending and/or that did not meet the requirements established by Ensa.

Once the access control service has validated the documents submitted, the Security Service will provide each employee with an access card (which is personal and non-transferable).

The documentation must be uploaded to the platform sufficiently in advance to the works beginning so that it may be reviewed and approved (at least 48 hours in advance).

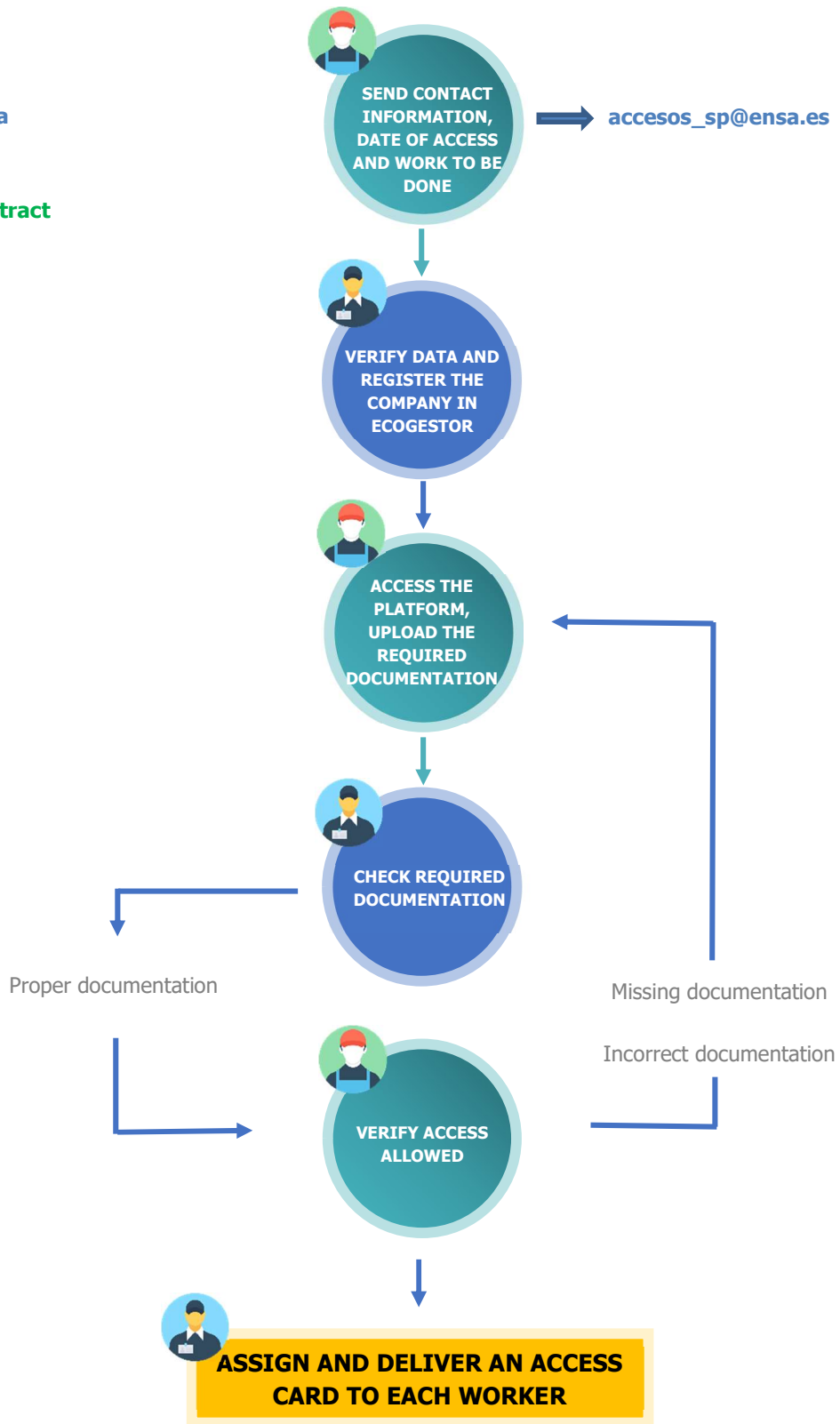
All access cards must be returned to the Security Service when the works for which the external company was hired are completed.



Ensa



Contract



5. RISKS AND PREVENTIVE MEASURES

Any company hired by Ensa must comply with the provisions contained in the Law on Occupational Hazard Prevention, in the Royal Decrees stemming from this Law and any legal provisions that may be applicable.

The company must have in place preventive resources in those cases established in article 22 bis of Royal Decree 39/97 (according to reform RD 604/2006).

5.1. General safety rules

Below are the general safety Rules, which are mandatory, to control the risks that contractor workers may be potentially exposed to due to Ensa's activities.

- All staff from the contract companies must ask for their authorisation and submit the documentation requested prior to entering the facilities.
- The identification card that will be given at reception by the Security Service must be worn at all times while remaining in the facilities.
- In all cases Ensa shall appoint a Control Manager, who will be addressed to request any type of information, or to notify any incident that is deemed necessary.
- It is forbidden to take photographs and/or any other type of recording; it is forbidden to enter with photo or video cameras or to use the mobile phone camera, etc., unless it is expressly authorised by Ensa Management, which must be requested from: comunicacion@ensa.es
- It is forbidden to bring in and consume alcoholic beverages and/or drugs of any kind in the facilities.
- Work must be stopped at any time if so directed by any Ensa operator, until the safety deficiencies detected are resolved.
- It is forbidden to use music headphones in the workshop and laboratories, as well as when walking or driving through the factory (workshop warehouse, mechanical workshop, services workshop and laboratories). It is forbidden to use music headphones while working.
- To prevent distractions, it is forbidden to use mobile phones while operating work equipment (trucks, cars, forklifts, elevating platform, bridge crane, sweeper and any other work equipment).
- Do not use your mobile phone when walking or operating a vehicle, pay attention to your surroundings.
- Smoking is forbidden throughout the entire facilities.
- In the event of an emergency situation at Ensa, with or without alarms sounding, all personnel must stop their work, leaving their stations in a safe condition. The equipment being used will be turned off, traffic areas will be cleared to provide easy access for possible emergency equipment, and workers will leave the area and head to the meeting point.

Any breach of these instructions and safety rules may lead to penalties being applied or, where applicable, temporary suspension or dismissal.

5.1.1. Circulation of pedestrians on site

- Observe the signs placed throughout the factory.
- You may not remain in places other than where you are performing your job. Any traffic through the manufacturing areas must be in the designated areas (sidewalks, painted walkways, etc.).
- Before crossing, even at pedestrian crossings, stop and make sure that no vehicles are coming.
- Do not walk while looking at your mobile phone, always pay attention to your surroundings.

5.1.2. Circulation of vehicles on site

- Special attention must be paid to vehicle traffic, observing traffic laws at all times. Within the facilities, 10 Km/h must not be exceeded inside the warehouses and 20 Km/h on outside streets.
- Cars must be backed into the parking spaces in all Ensa parking areas, in order to make it easier to evacuate in the event of an emergency.
- Observe existing signs regarding access roads and traffic areas for pedestrians and vehicles.

5.1.3. Work at heights

- It is forbidden to use the shaft ladders that provide access to the roofs of the various buildings and warehouses on the premises or the shaft ladders distributed throughout the warehouses and workshops, without the prior authorisation from a maintenance manager.
- Whenever possible, all work platforms that pose a risk of falling from a height exceeding two metres will be protected all around by railings.
- Whenever there is a risk of falling from height and there is no collective protection, or if it is not effective, it is mandatory to use a harness attached to a fall-prevention device anchored to a fixed point with sufficient resistance.
- To reduce the fall factor, the harness anchorage point must be located above the worker or, where applicable, above the harness attachment point. In any case, those works performed with movement restriction that prevent falls shall prevail, where possible.
- Operators who work at heights will be provided with all the elements necessary to remove any risk of falling (safety belts, ladders, scaffolding, life-lines, etc.).
- It is mandatory to use helmets with chin strap.
- Whenever work is carried out on the overhangs towards the port area, on roofs or on the tracks for the bridge cranes, it is mandatory to use the safety harness anchored to a fixed point on the structure or life-line that is installed.
- The staff carrying out this type of work must be trained specifically in work at heights and be authorised by their company.

- It is forbidden to carry out work on the roofs made of light materials (sheet metal, skylights, etc.) if the worker does not use a safety harness for falls, attached to a point with enough resistance (fixed anchorage or life-lines) to prevent the worker from falling if the roof caves in.
- Work on the roofs will be suspended in the event of strong winds, frost, snow or rain that may compromise workers' stability.
- No work will be carried out on overlapping levels if specific measures have not been taken.

A Permit for Work at Heights according to the procedure SSYMA-PRO12 for work at heights is required in order to carry out any work at height. It is mandatory for preventive resources to be present during this work.

5.1.4. Work equipment

All work equipment must be in good condition and bear the "EC" marking, or it must have undergone the modifications necessary to update it according to the safety requirements established by current regulations. Any damage that may entail a risk to workers must be repaired immediately.

- It is forbidden to operate any Ensa machine, equipment or installation unless specifically authorised by the Ensa Control Manager.
- Voiding or cancelling any safety device on the work equipment is forbidden. All moving parts (gears, belts, etc.) must be enclosed by a cover.
- Only staff that is qualified and authorised by their company, who have been instructed in the proper operation of the work equipment and who have read and understood the main sections of the service instructions may operate them.

5.1.5. Personal protection equipment

- The company must provide its workers with all of the protective equipment as needed, duly certified ("EC" marked), in addition to demanding and ensuring that they use them.
- Use of safety helmet, shoes and goggles are mandatory in the workshop warehouse, mechanical workshop and special projects workshop.

5.1.6. Coordinating activities during work

- Whenever the work by the hired company interferes or may interfere with other work or operations, it will require authorisation by the Ensa Control Manager before it begins.

5.1.7. Electrical contacts

- Only staff who are qualified and authorised by their company may perform work that entails electrical hazard. Any work to connect or disconnect electricity must be authorised by the Ensa Maintenance Manager.
- Whenever possible the work will be carried out without power.
- Apply the five golden rules to switch off power (apply the procedure SSYMA-PRO07. Work with electrical risk).
- Non-electrical staff must never work in an area with live voltage.
- Electrical cabinets will remain closed and may only be handled by specialised staff.
- All electrical equipment must be grounded in order to prevent potential electrical contacts.
- Check the work equipment that you are going to use and verify that the electrical hoses, connectors and housings are in proper condition. Check that there are no insulation defects, crushed wires, breakages or cuts before beginning the work.
- Never transport electrical tools hanging from the wire.
- Do not unplug anything by pulling on the cable.
- Do not overload the electrical outlets.
- Certain electrical plugs must be removed in a specific way (button plus turning), if you do not know how to remove it, notify the electrical maintenance staff, do not pull on it.
- If a circuit breaker trips on the electricity panel, do not try to reset it, notify Ensa's electrical maintenance service.

5.1.8. Machine lockout tagout

- Any work that requires the lockout tagout of an Ensa equipment or installation must be authorised by the maintenance unit manager.
- Sequence for the lockout tagout procedure:
 - ✓ Identification of the hazards and definition of the preventive measures before the work begins.
 - ✓ Stop the machine/equipment. Disconnect the power sources
 - ✓ Blocking and tagging
 - ✓ Removal or isolation of the stored or residual power
 - ✓ Verification of the lockout
 - ✓ Performance of the works
 - ✓ Releasing the lockouts, operations testing and starting up

5.1.9. Lifting platform

- Only staff that is qualified and authorised who have been instructed in the proper operation of the lifting platform and who have read and understood the main sections of the service instructions may operate it.

- Before starting the work, check that all of the machine devices respond correctly and are in perfect condition: brakes, elevation, steering, etc.
- The worker shall anchor themselves, using the carabiner, connector and harness, to the anchoring point installed on the platform for this specific purpose.
- Do not activate the platform until the protection bar is set up or the safety door is closed.
- It is mandatory to use helmets with chin strap.
- Do not climb up on or sit on the platform rails.
- Do not extend the platform's reach with ancillary means such as ladders or scaffolding.
- Do not manipulate or deactivate any of the platform's safety devices.
- Stop the works under bad weather conditions: strong winds, storms with lightning, etc.
- Under no concept whatsoever may a worker stand next to an articulated arm or scissor of a platform while the machine is operating, because any unexpected contact with the lifting system may lead to them becoming trapped.

5.1.10. Signs

- The signs placed throughout the factory facilities must be observed at all times; the protective equipment signposted in each area must also be used (masks, safety goggles, safety shoes, gloves, etc.).
- Do not enter the areas signposted as restricted access or no entry.
- All of the signs necessary to limit and warn of the risks entailed by the work to third parties (signs, tape, etc.) must be installed. Signs must especially be put up when work at height is being performed where there is a risk of materials falling to a lower level where workers walk, and the area must be cordoned off.

5.1.11. Chemicals

- All chemical products used in the facilities must be properly packaged and labelled, with the pertinent hazard warnings, and their safety instructions must be followed.
- Before handling any chemical product, workers must have read and understood its safety data sheet and follow the prevention and protection measures established in the data sheet.

5.1.12. Scaffolding

- The scaffolding must have all of the elements necessary to guarantee operator safety (platforms that are at least 60 cm wide, railing around the entire perimeter, proper access, bracing to prevent tipping, etc.).
- Only the scaffolding that bears a green card signed during the shift, following Ensa internal procedures, may be used, or if it has an installation certificate produced by a specialised company hanging at the entrance to the scaffolding. Do not exceed the load capacity that is recorded on the certificate.
- No work will be carried out on overlapping levels if specific measures have not been taken.

5.1.13. Order and cleanliness

- Organisation, order and cleanliness are basic requirements of all jobs and they must be kept at all times. To this end:
 - ✓ Waste must be disposed of in rubbish containers.
 - ✓ Traffic areas must always be kept clear.
 - ✓ All work elements must be picked up and removed when the job is done.
- Goods will be stored outside of the traffic areas, on proper surfaces and the height at which they are stored must not endanger their stability, preventing the materials from falling on workers. Storage areas will be cordoned off.

5.1.14. Fires

- Smoking is forbidden throughout the entire facilities.
- If work is undertaken that may produce sparks or flames (blowtorch, grinding, welding, etc.) the following is required:
 - ✓ The site will be cleared as much as possible from combustible material (for example: rags with solvents, containers with flammable products, etc.) and if it is deemed necessary, fireproof blankets will be used.
 - ✓ Protective screens will be installed to prevent flying incandescent particles from affecting third-parties beyond these works, nearby installations or equipment (gas collectors, machinery...).
 - ✓ There will be an extinguisher nearby at all times to put out potential fires.
- Workers may not have more compressed gas containers in the work area than is strictly necessary to perform the job. All gas bottles will be transported in bottle carts and they will be kept away from sparks and flames.

5.1.15. Load lifting

- It is forbidden to use any Ensa lifting equipment (bridge cranes, block and tackle, lifting tools...) unless specifically authorised by Ensa's own prevention service, and by the manager of the area where the lifting equipment belongs.
- Cranes may only be operated by qualified personnel who are specifically trained and authorised to do so. Loads will be lifted with the proper elevation elements, without exceeding maximum loads.
- Check that all of the elements of the lifting equipment (clevis, slings, ringbolts...) are in good condition before using them.
- All equipment must be EC mark certified, the CMU must be clearly visible and it must have undergone maintenance at least yearly.
- Remaining under a suspended load or within its area of influence is forbidden. Keep a safety distance regarding the vertical projection equal to the height of the load. If possible, cordon off the area.
- It is forbidden to transport loads above workers.
- All hooks must have safety latches.

5.1.16. Ladders

- Insofar as possible, avoid using ladders as working positions, unless it is strictly necessary, in which case these steps will be followed:
 - ✓ Work on a ladder will require two operators, where one of them will remain on the ground, holding the ladder. If possible, anchor the ladder at the top.
 - ✓ Ladders must have slip-resistant rungs and they must not have any deformities or damage.
 - ✓ The ladder must always rest on the floor on its side rails, never on the bottom rung.
 - ✓ Insofar as possible, single ladders will be placed forming approximately a 75-degree-angle with the horizontal plane.
 - ✓ Work on a ladder that is over 2 metres in height from the point of operation to the ground will only be performed if personal fall protection equipment is used, anchored to a fixed point in the structure.

5.1.17. Stairs

- Go up and down stairs calmly, not running or pushing people in front of you.
- Go up and down paying attention to the steps, avoiding distractions meanwhile (do not use your cell phone, read documents...)
- When going down the stairs in a group, there should be a person in charge of directing the group, to prevent excessive speed and even conversation.
- Use the handrails or rails whenever possible.
- Use flat-heeled shoes and slip-resistant soles whenever possible.
- Do not take the steps two by two, whether going up or down.

5.2. Risks and preventive measures per site

**WORKSHOP WAREHOUSE, PASSIVATION WORKSHOP,
ELECTROPOLISHING WORKSHOP AND ANCILLARY WORKSHOPS
(MECHANICAL WORKSHOP AND SERVICES WORKSHOP)**

Risk identification and assessment:

Source of Risk	PB	SV-C	GR
Same-level falls (hoses lying on the ground, uneven ground at South heavy works unit, transportation cart tracks...)	3	2	6
Falls from height (maintenance work at height, for example on bridge cranes, roofs...)	1	5	5
Falling objects: From the load due to faulty sling, lifting accessories in bad condition.	2	8	16
Collisions/Blows with motionless objects. (incorrectly stored goods)	2	2	4
Electrical contacts (electrical panels located in the workshop, wiring...)	1	5	5
Collisions against motionless objects (machines, equipment, parts...)	2	2	4
Flying particles (grinding work, welding...)	2	3	6
Trapped or crushed by or between objects or by machines (access to machining areas, between loads and parts...)	1	7	7
Stepping on objects (hoses lying on the ground, work equipment...)	2	3	6
Thermal contacts (burns from contact with parts being heated, recently welded parts, flux heaters...)	2	4	8
Fire and/or explosion (short-circuit, sparks or incandescent flying particles on flammable material, natural gas installation, part heating installations, cigarette butts...)	1	6	6
Running over or collisions with vehicles (forklifts, platforms...)	1	6	6
Exposure to electromagnetic fields (induction heating, close to high-voltage transformers)	2	4	8

Risk assessment: (PB) Probability (SV-C) Consequences (GR) Risk assessment

Required protection equipment:

- Boots
- Helmet
- Glasses
- Safety harness (for work at heights)

* The remainder of protective equipment required will depend on the risk assessment of the job.

Preventive measures

- The identification card that will be given at reception by the Security Service must be worn at all times while remaining in the facilities.
- It is mandatory to wear safety goggles with side protection, safety boots, mechanical protection gloves and ear protection.



- Use of safety helmet, shoes and goggles are mandatory in the workshop warehouse and all other Ensa workshops.
- When walking through the manufacturing areas make sure that it is in the marked off areas for pedestrians (marked with yellow lines), and be on the lookout for vehicle traffic (forklifts, lifting platforms...).
- Special attention must be paid to vehicle traffic, observing traffic laws at all times. Within the facilities, 10 Km/h must not be exceeded inside the warehouses and 20 Km/h on outside streets.
- At all times observe the signs posted throughout the workshop.
- Entry is forbidden in those areas signposted "ACCESS FORBIDDEN EXCEPT FOR AUTHORISED PERSONNEL" or similar (for example; where resins are being cast, bisco, passivating or any other process is being performed where products that are hazardous and/or toxic for health are being used, areas where parts are being x-rayed, hydraulic testing is performed, etc.) unless expressly authorised.
- Pay special attention to irregular ground, for example, on the tracks crossing the workshop towards Shotblasting and the Furnace. Pay attention in the South Heavy Works Unit as well, as there are metal plates on the ground that could cause tripping and falls.
- Contact your manager to notify of any incident or to request any information, or the person designated in charge of control in the case of a contractor or visitor.
- It is forbidden to operate any machine, equipment or installation unless specifically authorised by the Ensa Control Chief or Manager.

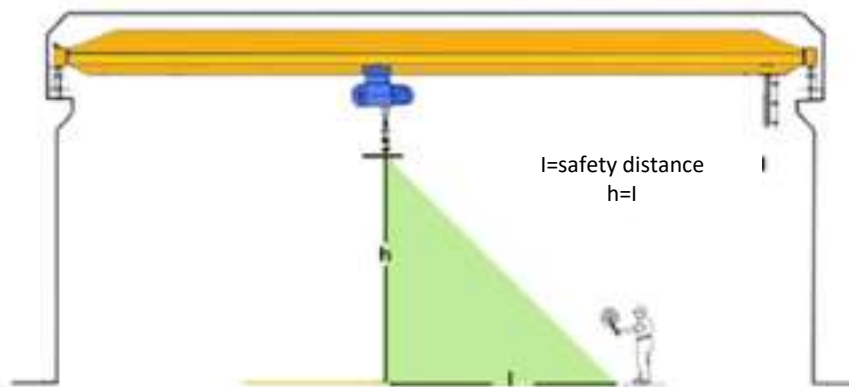
- Heating by induction is performed within the workshop, generating electromagnetic fields. The electromagnetic fields present at the work site may cause direct or indirect side effects. Direct effects are those derived from the interaction of the fields with the body and they may be thermal or non-thermal. Indirect effects are due to the presence of an object in the field, resulting in a health or safety risk. These indirect risks may include: interference with electronic medical equipment and other devices, interference with active implanted medical devices or equipment, such as pacemakers or heart defibrillators... Signs must be observed at all times and never go beyond the perimetral areas that are cordoned off where these types of works are performed. For further information, see SSYMA-PRO10- "Heating of parts".
- As a general rule, it is forbidden to perform overlapping jobs (overlapping jobs are those performed by several workers located at different heights, which generate a risk to those located on lower levels). If this were not possible, the necessary measures will be taken following these principles:
 - ✓ Coordination among the various managers in charge of the jobs.
 - ✓ Reduce as much as possible the position of the workers on the vertical or area of influence of others.
 - ✓ Collective protections that retain the objects that may fall or stop projection from fragments or particles generated by the work.
 - ✓ Cordon off and signpost.
 - ✓ Use proper PPEs.

ACCESS TO ELECTRICAL PANELS, DISTRIBUTION CENTRES OR ANY OTHER INSTALLATION IS FORBIDDEN TO NON-AUTHORISED PERSONNEL. REPAIR AND MAINTENANCE WORK MUST BE PERFORMED BY DULY QUALIFIED MAINTENANCE STAFF, PAYING SPECIAL ATTENTION WHEN THERE IS AN ELECTRICAL HAZARD. THE MAINTENANCE UNIT MANAGER MUST GIVE THEIR APPROVAL BEFORE ANY JOB MAY BEGIN.

- Workers must have proper and sufficient training in operating bridge cranes, forklifts and/or elevating platforms before they use them, and Ensa's own Prevention Service must approve this training.
- If scaffolding is used, it must be marked with a green tag and signed-off by a master within the last 24 hours, or it must have the assembly certificate from the installer company at its access, if it was set up by external staff.

THERE ARE LADDERS THROUGHOUT THE WORKSHOP WAREHOUSE PROVIDING ACCESS TO THE TOP AREAS WHERE THE BRIDGE CRANES AND OTHER INSTALLATIONS ARE LOCATED. ACCESS TO THESE LADDERS IS FORBIDDEN WITHOUT THE PERMISSION FROM THE HEAD OF MAINTENANCE. **THE LADDERS TO ACCESS THE BRIDGE CRANES ARE LOCKED AND MAY ONLY BE ACCESSED BY THE MAINTENANCE STAFF AND OFFICIAL BRIDGE CRANE OPERATORS IN THE PERFORMANCE OF THEIR DUTIES.**

- Voiding or cancelling any safety device on the work equipment is forbidden. All moving parts (gears, belts, etc.) must be enclosed by a cover.
- When any work is liable to cause sparks or incandescent particles, the entire area that may be affected must be protected, with special attention to gas collectors, welding gas bottles, and flammable chemicals (including chemical-soaked rags). Once the work area has been checked and protected, work may begin.
- Do not remain underneath suspended loads or in their area of influence, remain watchful of the movements or tipping of loads that frequently occur in the workshop, stop as long as there is a risk and once it is gone work may continue.
- The area of influence of the load is calculated as the height between the crane hook and the ground, which is equal to the distance to be kept from the load ($h=l$):



- Keep the traffic areas free from obstacles, always clear.
- It is forbidden to take photographs and any other type of recording; it is forbidden to enter with photo or video cameras or to use the mobile phone camera, etc., unless it is expressly authorised by Ensa Management.

- It is forbidden to bring and consume alcoholic drinks, tobacco and/or drugs of any kind in the facilities.

- Avoid any type of distraction (talking with workers, jokes, horseplay...) and do not run, walk.
- If any emergency situation arises at Ensa, all personnel must stop their work, leaving their stations in a safe condition. The equipment being used will be turned off, traffic areas will be cleared to provide easy access for possible emergency equipment, and workers will leave the area and head to the reception area.
- Waste must be disposed of in rubbish containers.
- Any breach of these instructions and safety rules may lead to penalties being applied or, where applicable, temporary suspension or dismissal.

FURNACE UNIT

Identification and assessment of risks

Source of Risk	PB	SV-C	GR
Same-level falls (hoses lying on the ground, transportation cart tracks...)	2	2	4
Falls from height (maintenance work at height, for example on roofs...)	1	5	5
Falling objects: From the load due to faulty sling, lifting accessories in bad condition.	1	8	8
Collisions/Blows with motionless objects. (incorrectly stored goods)	2	2	4
Electrical contacts (electrical panels located in the workshop, wiring...)	1	5	5
Collisions against motionless objects (machines, equipment, parts, incorrectly stored material...)	2	2	4
Trapped or crushed by or between objects or by machines (transport dolly, furnace door...)	1	6	6
Stepping on objects (hoses lying on the ground, work equipment...)	2	3	6
Thermal contacts (Parts or equipment parts at high temperatures)	2	3	6
Fire and/or explosion (short-circuit, sparks or incandescent flying particles on flammable material, natural gas installation, part heating installations, cigarette butts...)	1	6	6
Run-over or collisions with vehicles (transport dolly, ...)	1	6	6

Risk assessment: (PB) Probability

(SV-C) Consequences

(GR) Risk assessment

Required protection equipment:

- ✓ Boots
- ✓ Helmet
- ✓ Glasses
- ✓ Safety harness (for work on roof)

Preventive measures

- Only authorised staff may remain in the facilities (maintenance, thermal treatment, cleaning...)
- The identification card that will be given at reception by the Security Service must be worn at all times while remaining in the facilities.
- It is mandatory to wear safety goggles with side protection, safety boots, mechanical protection gloves and ear protection.



- Use of safety helmet, shoes and goggles are mandatory in the Ensa Furnace Unit.
- Special attention must be paid to vehicle traffic, observing traffic laws at all times. Within the facilities, 10 Km/h must not be exceeded inside the warehouses and 20 Km/h on outside streets.
- At all times observe the signs posted throughout the workshop.
- Entry is forbidden in those areas signposted "ACCESS FORBIDDEN EXCEPT FOR AUTHORISED PERSONNEL" or similar, unless expressly authorised.
- Pay special attention to uneven ground, for example the tracks that cross the workshop towards the Furnace.
- Contact your manager to notify of any incident or to request any information, or the person designated in charge of control in the case of a contractor or visitor.
- It is forbidden to operate any machine, equipment or installation unless specifically authorised by the Ensa Control Chief or Manager.
- As a general rule, it is forbidden to perform overlapping jobs (overlapping jobs are those performed by several workers located at different heights, which generate a risk to those located on lower levels). If this were not possible, the necessary measures will be taken following these principles:
 - ✓ Coordination among the various managers in charge of the jobs.
 - ✓ Reduce as much as possible the position of the workers on the vertical or area of influence of others.
 - ✓ Collective protections that retain the objects that may fall or stop projection from fragments or particles generated by the work.
 - ✓ Cordon off and signpost.
 - ✓ Use proper PPEs.

ELECTRICAL INSTALLATIONS BY NON-AUTHORISED PERSONNEL. REPAIR AND MAINTENANCE WORK MUST BE PERFORMED BY DULY QUALIFIED MAINTENANCE STAFF, PAYING SPECIAL ATTENTION WHEN THERE IS AN ELECTRICAL HAZARD. THE MAINTENANCE UNIT MANAGER MUST GIVE THEIR APPROVAL BEFORE ANY JOB MAY BEGIN.

- In order to operate the block and tackles, the worker must have proper and sufficient training in its operation. Ensa's own prevention service will review and approve this training.

THROUGHOUT THE FURNACE UNIT THERE ARE LADDERS TO ACCESS THE TOP AREAS, WHERE THE TOP OF THE FURNACE IS LOCATED, AND TO THE UNIT ROOF THROUGH A SHAFT LADDER. ACCESS TO THESE LADDERS IS FORBIDDEN WITHOUT THE PERMISSION FROM THE HEAD OF MAINTENANCE.

- When performing works at height without collective protection (railing) a safety harness must be used, along with the attachment devices necessary to use the lifelines, both vertical and horizontal.
- Bear in mind that certain dangerous works must not be performed under harsh weather conditions: work on roofs, outdoor works when there is an electrical hazard, etc.
- Voiding or cancelling any safety device on the work equipment is forbidden. All moving parts (gears, belts, etc.) must be enclosed by a cover.
- Never work on any moving or operating equipment. Always work when stopped, turning off the power sources and once the work cycle is finished, in order to prevent residual movement.
- Before pushing the button to close the furnace doors, make sure that no staff is inside the furnace or near the doors. Take the same precautions when pressing the button to open it.
- Once the furnace has started it is forbidden to touch it, given that some parts of the furnace may be at elevated temperatures due to occasional failure of the insulation.
- When any work is liable to cause sparks or incandescent particles, the entire area that may be affected must be protected, with special attention to gas installations (connection discs, collectors...), flammable chemicals (including chemical-soaked rags). Once the work area has been checked and protected, work may begin.

- Do not work with any source of ignition (welding operations, grinding...) without prior consent from the manager of the facilities.

- Do not remain underneath suspended loads or in their area of influence, remain watchful of the movements or tipping of loads that frequently occur in the workshop, stop as long as there is a risk and once it is gone work may continue.
- The area of influence of the load is calculated as the height between the crane hook and the ground, which is equal to the distance to be kept from the load ($h=l$).
- Keep the traffic areas free from obstacles, always clear.
- It is forbidden to take photographs and any other type of recording; it is forbidden to enter with photo or video cameras or to use the mobile phone camera, etc., unless it is expressly authorised by Ensa Management.
- It is forbidden to bring and consume alcoholic drinks, tobacco and/or drugs of any kind in the facilities.
- Avoid any type of distraction (talking with workers, jokes, horseplay...) and do not run, walk.
- If any emergency situation arises at Ensa, all personnel must stop their work, leaving their stations in a safe condition. The equipment being used will be turned off, traffic areas will be cleared to provide easy access for possible emergency equipment, and workers will leave the area and head to the reception area.
- Waste must be disposed of in rubbish containers.
- Any breach of these instructions and safety rules may lead to penalties being applied or, where applicable, temporary suspension or dismissal.

COMPRESSOR BUILDING - PUMP ROOM

Identification and assessment of risks

Source of Risk	PB	SV-C	GR
Same-level falls (hoses lying on the ground, improperly stored material...)	2	2	4
Falls from height (maintenance work at height, for example on roofs...)	1	5	5
Collisions/Blows with motionless objects. (incorrectly stored goods)	2	2	4
Electrical contacts (electrical panels located in the workshop, fire-fighting pump panel, compressors...)	1	5	5
Collisions against motionless objects (machines, equipment, parts, incorrectly stored material...)	2	2	4
Trapped or crushed by or between objects or by machines (compressors, motors...)	1	6	6
Stepping on objects (hoses lying on the ground, work equipment...)	1	3	3
Fire and/or explosion (short-circuit, sparks or incandescent flying particles on flammable material, cigarette butts...)	1	5	5

Risk assessment: (PB) Probability

(SV-C) Consequences

(GR) Risk assessment

Required protection equipment:

- ✓ Boots
- ✓ Helmet
- ✓ Ear protection
- ✓ Safety glasses
- ✓ Safety harness (for work on roof)

Preventive measures

- Only authorised staff may remain in the facilities (maintenance and cleaning).
- The identification card that will be given at reception by the Security Service must be worn at all times while remaining in the facilities.



- Safety footwear, safety goggles with side protection and ear protection must be used (mainly in the compressor room) in the compressor workshop and pump room.
- Special attention must be paid to vehicle traffic, observing traffic laws at all times. Within the facilities, 10 Km/h must not be exceeded inside the warehouses and 20 Km/h on outside streets.
- At all times observe the signs posted throughout the workshop.
- Entry is forbidden in those areas signposted "ACCESS FORBIDDEN EXCEPT FOR AUTHORISED PERSONNEL" or similar, unless expressly authorised.
- Contact your manager to notify of any incident or to request any information, or the person designated in charge of control in the case of a contractor or visitor.
- It is forbidden to operate any machine, equipment or installation unless specifically authorised by the Ensa Control Chief or Manager.
- As a general rule, it is forbidden to perform overlapping jobs (overlapping jobs are those performed by several workers located at different heights, which generate a risk to those located on lower levels). If this were not possible, the necessary measures will be taken following these principles:
 - ✓ Coordination among the various managers in charge of the jobs.
 - ✓ Reduce as much as possible the position of the workers on the vertical or area of influence of others.
 - ✓ Collective protections that retain the objects that may fall or stop projection from fragments or particles generated by the work.
 - ✓ Cordon off and signpost.
 - ✓ Use proper PPEs.

ELECTRICAL INSTALLATIONS BY NON-AUTHORISED PERSONNEL. REPAIR AND MAINTENANCE WORK MUST BE PERFORMED BY DULY QUALIFIED MAINTENANCE STAFF, PAYING SPECIAL ATTENTION WHEN THERE IS AN ELECTRICAL HAZARD. THE MAINTENANCE UNIT MANAGER MUST GIVE THEIR APPROVAL BEFORE ANY JOB MAY BEGIN.

ON THE OUTSIDE OF THE COMPRESSOR WORKSHOP AND PUMP ROOM THERE ARE SHAFT LADDERS TO ACCESS THE WORKSHOP ROOF. ACCESS TO THESE LADDERS IS FORBIDDEN WITHOUT THE PERMISSION FROM THE HEAD OF MAINTENANCE.

- During work at heights without collective protection (railings) the use of safety harness is mandatory, along with the connection devices necessary to use both the vertical and horizontal life-lines (work on roof).
- Bear in mind that certain dangerous works must not be performed under harsh weather conditions: work on roofs, outdoor works when there is an electrical hazard, etc.
- Voiding or cancelling any safety device on the work equipment is forbidden. All moving parts (gears, belts, etc.) must be enclosed by a cover.
- Never work on any moving or operating equipment. Always work when stopped, turning off the power sources and once the work cycle is finished, in order to prevent residual movement.
- When any work is liable to cause sparks or incandescent particles, the entire area that may be affected must be protected, with special attention to gas installations (connection discs, collectors...), flammable chemicals (including chemical-soaked rags). Once the work area has been checked and protected, work may begin.
- Do not work with any source of ignition (welding operations, grinding...) without prior consent from the manager of the facilities.
- Keep the traffic areas free from obstacles, always clear.
- It is forbidden to take photographs and any other type of recording; it is forbidden to enter with photo or video cameras or to use the mobile phone camera, etc., unless it is expressly authorised by Ensa Management.
- It is forbidden to bring and consume alcoholic drinks, tobacco and/or drugs of any kind in the facilities.
- Avoid any type of distraction (talking with workers, jokes, horseplay...) and do not run, walk.

- If any emergency situation arises at Ensa, all personnel must stop their work, leaving their stations in a safe condition. The equipment being used will be turned off, traffic areas will be cleared to provide easy access for possible emergency equipment, and workers will leave the area and head to the reception area.
- Waste must be disposed of in rubbish containers.
- Any breach of these instructions and safety rules may lead to penalties being applied or, where applicable, temporary suspension or dismissal.

SHOTBLASTING WORKSHOP

Identification and assessment of risks

Source of Risk	PB	SV-C	GR
Same-level falls (hoses lying on the ground, deformed sand collection grilles, transportation cart tracks...)	3	2	6
Falls from height (maintenance work at height, for example on roofs...)	1	5	5
Collisions/Blows with motionless objects (machines, equipment, parts, incorrectly stored material...)	2	2	4
Electrical contacts (electrical panels located in the shot blasting workshop...)	1	5	5
Projectile particles (when the air is opened without being connected to any device, it will come out pressurized and may cause sand and suspended particles to fly)	3	2	6
Exposure to harmful or toxic substances (environments with suspended dust and sand)	1	5	5
Trapped or crushed by or between objects or by machines (motors...)	1	6	6
Stepping on objects (hoses lying on the ground, work equipment...)	1	3	3
Fire and/or explosion (short-circuit, atmospheres with suspended dust, sparks or incandescent flying particles on flammable material, cigarette butts...)	1	5	5

Risk assessment: (PB) Probability

(SV-C) Consequences

(GR) Risk assessment

Required protection equipment:

- ✓ Boots
- ✓ Helmet
- ✓ Safety glasses
- ✓ Safety harness (for work on roof)

Preventive measures

- Only authorised staff may remain in the facilities (assemblies, maintenance, subcontractors authorised by production and cleaning)
- A risk assessment depending on the part to be worked on, the auxiliary means to be used, protective equipment, machinery and work procedures to be followed, must be carried out before beginning the works.
- Before pressing the button to open the doors, make sure that no staff is near them. Take the same precautions when pressing the button to close, despite the fact that the door has a sensor, it is mandatory to check that there are no staff nearby during opening and during closing.
- If there is suspended sand while working, use a particulate respirator mask. It is forbidden to access the facility during the sandblasting or shotblasting work, except for the strictly necessary personnel, wearing the protective equipment as established in the risk assessment.
- The identification card that will be given at reception by the Security Service must be worn at all times while remaining in the facilities.
- It is mandatory to wear safety goggles with side protection, safety boots, mechanical protection gloves and ear protection.



- Special attention must be paid to vehicle traffic, observing traffic laws at all times. Within the facilities, 10 Km/h must not be exceeded inside the warehouses and 20 Km/h on outside streets.
- At all times observe the signs posted throughout the workshop.
- Entry is forbidden in those areas signposted "ACCESS FORBIDDEN EXCEPT FOR AUTHORISED PERSONNEL" or similar, unless expressly authorised.
- Contact your manager to notify of any incident or to request any information, or the person designated in charge of control in the case of a contractor or visitor.
- It is forbidden to operate any machine, equipment or installation unless specifically authorised by the Ensa Control Chief or Manager.
- As a general rule, it is forbidden to perform overlapping jobs (overlapping jobs are those performed by several workers located at different heights, which generate a risk to those located on lower levels). If this were not possible, the necessary measures will be taken following these principles:
 - ✓ Coordination among the various managers in charge of the jobs.
 - ✓ Reduce as much as possible the position of the workers on the vertical or area of influence of others.
 - ✓ Collective protections that retain the objects that may fall or stop projection from fragments or particles generated by the work.
 - ✓ Cordon off and signpost.
 - ✓ Use proper PPEs.

ACCESS TO ELECTRICAL PANELS OR ANY OTHER ELECTRICAL INSTALLATION IS FORBIDDEN TO NON-AUTHORISED PERSONNEL. REPAIR AND MAINTENANCE WORK MUST BE PERFORMED BY DULY QUALIFIED MAINTENANCE STAFF, PAYING SPECIAL ATTENTION WHEN THERE IS AN ELECTRICAL HAZARD. THE MAINTENANCE UNIT MANAGER MUST GIVE THEIR APPROVAL BEFORE ANY JOB MAY BEGIN.

THERE ARE SHAFT LADDERS INSIDE THE SHOTBLASTING WORKSHOP TO ACCESS THE ROOF. ACCESS TO THESE LADDERS IS FORBIDDEN WITHOUT THE PERMISSION FROM THE HEAD OF MAINTENANCE.

- During work at heights without collective protection (railings) the use of safety harness is mandatory, along with the connection devices necessary to use both the vertical and horizontal life-lines (work on roof or on scaffolding without full perimeter protection).
- Bear in mind that certain dangerous works must not be performed under harsh weather conditions: work on roofs, outdoor works when there is an electrical hazard, etc.
- Voiding or cancelling any safety device on the work equipment is forbidden. All moving parts (gears, belts, etc.) must be enclosed by a cover.
- Never work on any moving or operating equipment. Always work when stopped, turning off the power sources and once the work cycle is finished, in order to prevent residual movement.
- Do not stand underneath the sand filling or unloading hoppers.
- When any work is liable to cause sparks or incandescent particles, the entire area that may be affected must be protected, with special attention to flammable chemicals (including chemical-soaked rags). Once the work area has been checked and protected, work may begin.
- Do not work with any source of ignition (welding operations, grinding...) without prior consent from the manager of the facilities.
- Keep the traffic areas free from obstacles, always clear.
- It is forbidden to take photographs and any other type of recording; it is forbidden to enter with photo or video cameras or to use the mobile phone camera, etc., unless it is expressly authorised by Ensa Management.
- It is forbidden to bring and consume alcoholic drinks, tobacco and/or drugs of any kind in the facilities.
- Avoid any type of distraction (talking with workers, jokes, horseplay...) and do not run, walk.

- If any emergency situation arises at Ensa, all personnel must stop their work, leaving their stations in a safe condition. The equipment being used will be turned off, traffic areas will be cleared to provide easy access for possible emergency equipment, and workers will leave the area and head to the reception area.
- Waste must be disposed of in rubbish containers.
- Any breach of these instructions and safety rules may lead to penalties being applied or, where applicable, temporary suspension or dismissal.
- When performing works at height without collective protection (railing) a safety harness must be used, along with the attachment devices necessary to use the lifelines, both vertical and horizontal.
- Bear in mind that certain dangerous works must not be performed under harsh weather conditions: work on roofs, outdoor works when there is an electrical hazard, etc.
- Do not work with any source of ignition (welding operations, grinding...) without prior consent from the manager of the facilities.
- Inform of any risk, accident or incident that is detected or has occurred.
- Pay attention to any gradient, irregularities or imperfections of the floors.
- If lighting is poor, use additional means.
- Leave traffic areas free of obstacles, if this were not possible, signpost the work or storage areas when they interfere in the traffic areas.
- Keep the areas in the shotblasting workshop where any work is performed orderly and clean.
- Never work on any moving or operating equipment. Always work when stopped, turning off the power sources and once the work cycle is finished, in order to prevent residual movement.
- Observe the posted signs at all times.

OIL STORAGE AND TOXIC AND CORROSIVE SUBSTANCE STORAGE

Identification and assessment of risks

Source of Risk	PB	SV-C	GR
Falls from height (maintenance work at height, for example on the roof...)	1	5	5
Same-level falls (material strewn around, hoses lying on the ground, slippery floors...)	2	2	4
Falls from height (maintenance work at height, for example, the roof)	1	8	8
Electrical contacts (electrical panels located in the facilities...)	1	5	5
Collision/Blows with motionless objects (incorrectly stored material)	2	2	4
Splashes (improper handling of containers, bad condition of the containers...)	1	3	3
Burns (improper handling of containers with corrosive products, bad condition of the containers...)	1	3	3
Trapped or crushed by or between objects or by machines (with the forklift between shelves and loads...)	1	7	7
Stepping on objects (hoses lying on the ground, work equipment...)	2	2	4
Fire and/or explosion (short-circuit, cigarette butts, hot work...)	2	5	10

Risk assessment: (PB) Probability

(SV-C) Consequences

(GR) Risk assessment

Required protection equipment:

- ✓ Boots
- ✓ Helmet
- ✓ Anti-splash goggles
- ✓ Chemical protection gloves, if necessary.
- ✓ Safety harness (for work on roof)

Preventive measures

- Only authorised staff may remain in the facilities (maintenance, warehouse, cleaning...).
- If any chemicals have to be handled, follow the instructions established in SSYMA-IRO09. Handling and storage of chemicals. When pouring chemical products use chemical safety gloves and splash-proof goggles. When handling containers verify that they are properly closed and use mechanical protection gloves.
- It is forbidden to operate any machine, equipment or installation unless specifically authorised by the installation Manager.
- It is forbidden to handle the electrical panels, only qualified Ensa maintenance personnel may work on them.

ACCESS TO ELECTRICAL PANELS OR ANY OTHER ELECTRICAL INSTALLATION IS FORBIDDEN TO NON-AUTHORISED PERSONNEL. REPAIR AND MAINTENANCE WORK MUST BE PERFORMED BY DULY QUALIFIED MAINTENANCE STAFF, PAYING SPECIAL ATTENTION WHEN THERE IS AN ELECTRICAL HAZARD. THE MAINTENANCE UNIT MANAGER MUST GIVE THEIR APPROVAL BEFORE ANY JOB MAY BEGIN.

- When performing works at height (roof) without collective protection (railing) a safety harness must be used, along with the attachment devices necessary to use the temporary lifelines, or to attach to fixed points in the facilities.
- Bear in mind that certain dangerous works must not be performed under harsh weather conditions: work on roofs, outdoor works when there is an electrical hazard, etc.
- Do not work with any source of ignition (welding operations, grinding...) without prior consent from the manager of the facilities. When any work is liable to cause sparks or incandescent particles, the entire area that may be affected must be protected, with special attention to flammable chemicals (including chemical-soaked rags) and combustible materials (wood, cardboard...). Once the work area has been checked and protected, work may begin.
- It is strictly forbidden to smoke inside the facilities.
- Inform of any risk, accident or incident that is detected or has occurred. Contact your manager to notify of any incident or to request any information, or the person designated in charge of control in the case of a contractor or visitor.
- Special attention must be paid to vehicle traffic, observing traffic laws at all times. Within the facilities, 10 Km/h must not be exceeded inside the warehouses and 20 Km/h on outside streets.
- Do not overload shelves. Follow the instructions on the load guideline located at each shelving unit. Contact the facility manager or the prevention service if you have any questions.

- Entry is forbidden in those areas signposted "ACCESS FORBIDDEN EXCEPT FOR AUTHORISED PERSONNEL" or similar, unless expressly authorised.
- At all times observe the signs posted throughout the workshop.
- Voiding or cancelling any safety device on the work equipment is forbidden.
- Keep the areas in the storage warehouses where any work is performed orderly and clean. In the event of a spill, signpost the area and clean it up as soon as possible. Storing leftover material, equipment, etc. in a disorderly fashion is not allowed. Accesses to the exits, evacuation exits and other safety elements shall be left clear (eye-wash station, fire extinguishing station, electrical panel, fire extinguishers...).
- Do not leave materials on the fluid collection grilles.
- It is forbidden to take photographs and any other type of recording; it is forbidden to enter with photo or video cameras or to use the mobile phone camera, etc., unless it is expressly authorised by Ensa Management.
- It is forbidden to bring and consume alcoholic drinks, tobacco and/or drugs of any kind in the facilities.
- Avoid any type of distraction (talking with workers, jokes, horseplay...) and do not run, walk.
- If lighting is poor, use additional means.
- Observe the posted signs at all times.
- Put away all of the tools and materials when the workday is over. Do not lay wires, conduits, hoses, etc. in the work area.
- If any emergency situation arises at Ensa, all personnel must stop their work, leaving their stations in a safe condition. The equipment being used will be turned off, traffic areas will be cleared to provide easy access for possible emergency equipment, and workers will leave the area and head to the reception area.
- Review the storage area regularly and remove any expired material.
- Waste must be disposed of in rubbish containers.
- Any breach of these instructions and safety rules may lead to penalties being applied or, where applicable, temporary suspension or dismissal.

RECYCLING STATION

Identification and assessment of risks

Source of Risk	PB	SV-C	GR
Falls from height (maintenance work at height, for example on the roof...)	1	5	5
Same-level falls (material strewn around, hoses lying on the ground, slippery floors...)	2	2	4
Falls from height (maintenance work at height, for example, the roof)	1	8	8
Electrical contacts (electrical panels located in the facilities...)	1	5	5
Collision/Blows with motionless objects (incorrectly stored material)	2	2	4
Splashes (improper handling of containers, bad condition of the containers...)	1	3	3
Trapped or crushed by or between objects or by machines (compacting machines, with the forklift between shelves and/or loads...)	1	7	7
Stepping on objects (hoses lying on the ground, work equipment...)	2	2	4
Fire and/or explosion (short-circuit, cigarette butts, hot work...)	2	5	10
Running over or collisions with vehicles (forklifts, trucks...)	1	6	6

Risk assessment: (PB) Probability

(SV-C) Consequences

(GR) Risk assessment

Required protection equipment:

- ✓ Boots
- ✓ Helmet
- ✓ Anti-splash goggles
- ✓ Chemical protection gloves, if necessary.
- ✓ Safety harness (for work on roof)

Preventive measures

- Only authorised staff may remain in the facilities (maintenance, warehouse, cleaning, waste managers...).
- If non-authorised staff wish to access the recycling station, authorisation must be obtained beforehand from the health, safety and environment department manager. In any case, they may not access it if the person assigned to the waste management is not present.
- The barriers must remain closed whenever the person assigned to waste management is away from the recycling station.
- The person assigned to waste management must be present and oversee all of the loading-unloading operations carried out by waste management companies.
- Operating on any machine, equipment or installation, such as the compacting machines, is forbidden unless specifically authorised by the health, safety and environment manager.
- If any chemicals have to be handled, follow the instructions established in SSYMA-IRO09. Handling and storage of chemicals. When pouring chemical products use chemical safety gloves and splash-proof goggles. When handling containers verify that they are properly closed and use mechanical protection gloves.
- It is forbidden to handle the electrical panels, only qualified Ensa maintenance personnel may work on them.

ACCESS TO ELECTRICAL PANELS OR ANY OTHER ELECTRICAL INSTALLATION IS FORBIDDEN TO NON-AUTHORISED PERSONNEL. REPAIR AND MAINTENANCE WORK MUST BE PERFORMED BY DULY QUALIFIED MAINTENANCE STAFF, PAYING SPECIAL ATTENTION WHEN THERE IS AN ELECTRICAL HAZARD. THE MAINTENANCE UNIT MANAGER MUST GIVE THEIR APPROVAL BEFORE ANY JOB MAY BEGIN.

- Special attention must be paid to vehicle traffic, observing traffic laws at all times. Within the facilities, 10 Km/h must not be exceeded inside the warehouses and 20 Km/h on outside streets.
- Do not overload shelves. Follow the instructions on the load guideline located at each shelving unit. Contact the facility manager or the prevention service if you have any questions.
- Entry is forbidden in those areas signposted "ACCESS FORBIDDEN EXCEPT FOR AUTHORISED PERSONNEL" or similar, unless expressly authorised.
- Observe the signs posted in the area at all times.

- During work at heights on the roof, if there is no available collective protection, the use of a safety harness is mandatory, along with the connection devices necessary to use both the temporary life-lines or anchoring to fixed points of the facilities. Other ancillary means may also be used, such as lifting platforms.
- Bear in mind that certain dangerous works must not be performed under harsh weather conditions: work on roofs, outdoor works when there is an electrical hazard, etc.
- Do not work with any source of ignition (welding operations, grinding...) without prior consent from the health, safety and environment manager. When any work is liable to cause sparks or incandescent particles, the entire area that may be affected must be protected, with special attention to flammable chemicals (including chemical-soaked rags) and combustible materials (wood, cardboard...). Once the work area has been checked and protected, work may begin.
- It is strictly forbidden to smoke inside the facilities.
- Inform of any risk, accident or incident that is detected or has occurred. Contact your manager to notify of any incident or to request any information, or the person designated in charge of control in the case of a contractor or visitor. Notify the health, safety and environment manager of any incident that happens at the recycling station.
- Keep the storage areas where any work is performed orderly and clean. In the event of a spill, signpost the area and clean it up as soon as possible. Storing leftover material, equipment, etc. in a disorderly fashion is not allowed. Accesses to the exits, evacuation exits and other safety elements shall be left clear (eye-wash station, fire hydrants, fire extinguishers...).
- If lighting is poor, use additional means.
- Observe the posted signs at all times.
- Put away all of the tools and materials when the workday is over. Do not lay wires, conduits, hoses, etc. in the work area.
- Voiding or cancelling any safety device on the work equipment is forbidden.
- Do not leave materials on the fluid collection grilles.
- It is forbidden to take photographs and any other type of recording; it is forbidden to enter with photo or video cameras or to use the mobile phone camera, etc., unless it is expressly authorised by Ensa Management.
- It is forbidden to bring and consume alcoholic drinks, tobacco and/or drugs of any kind in the facilities.
- Avoid any type of distraction (talking with workers, jokes, horseplay...) and do not run, walk.
- If any emergency situation arises at Ensa, all personnel must stop their work, leaving their stations in a safe condition. The equipment being used will be turned off, traffic areas will be cleared to provide easy access for possible emergency equipment, and workers will leave the area and head to the reception area.
- Review the storage area regularly and remove any expired material from the flammable material storage.
- Waste must be disposed of in rubbish containers.
- Any breach of these instructions and safety rules may lead to penalties being applied or, where applicable, temporary suspension or dismissal.

BUNKER

Identification and assessment of risks

Source of Risk	PB	SV-C	GR
Same-level falls (hoses lying on the ground, transportation cart tracks...)	3	2	6
Falls from height (maintenance work at height, for example on bridge cranes, roofs...)	1	5	5
Falling objects: From the load due to faulty sling, lifting accessories in bad condition.	1	7	7
Collisions/Blows with motionless objects. (incorrectly stored goods)	2	2	4
Electrical contacts (electrical panels located in the facilities, wiring insulation defects...)	1	5	5
Collisions against motionless objects (machines, equipment, parts...)	2	2	4
Exposure to ionising radiation (during x-rays, handling sources)	1	6	6
Fire and/or explosion (short-circuit, cigarette butts, overheating of work equipment...)	1	6	6

Risk assessment: (PB) Probability

(SV-C) Consequences

(GR) Risk assessment

Required protection equipment:

- ✓ Boots
- ✓ Helmet
- ✓ Anti-splash goggles (flammable products)
- ✓ Chemical protection gloves, if necessary.
- ✓ Safety harness (for work on roof)

Preventive measures

- The identification card that will be given at reception by the Security Service must be worn at all times while remaining in the facilities.
- Only authorised staff may remain in the facilities (x-ray supervisor and operators, maintenance and security). The supervisor in charge of the radioactive facilities will be the person in charge of authorising access for the remainder of staff. The facilities supervisor will notify, in writing (via email), the staff that will be authorised and the times when they are allowed to access.

- During x-ray operations no one is allowed to remain in the x-ray area, all staff must leave the area and go to the control room. The door to the x-ray area has a light that comes on when x-rays are being taken.
- It is mandatory to wear safety goggles with side protection, safety boots, mechanical protection gloves and ear protection.



- Use of safety helmet, shoes and goggles are mandatory in the bunker x-ray area.
- Observe the signs posted throughout the facilities at all times.
- The facilities have control devices to prevent staff from being accidentally exposed in the x-ray area (presence sensors, emergency stops, radiation sensors...).
- Entry is forbidden in those areas signposted "ACCESS FORBIDDEN EXCEPT FOR AUTHORISED PERSONNEL" or similar, unless expressly authorised.
- Contact the facility manager to notify of any incident or to request any information, or the person designated in charge of control in the case of a contractor or visitor.
- It is forbidden to operate any machine, equipment or installation unless specifically authorised by the facility supervisor.
- Before an x-ray is taken, there is a 30-second sound warning for all staff to leave the area.
- If you are inside and the warning signal goes off, you must head to the exit hallway, if there is not enough time, press any of the emergency buttons that are installed throughout the x-ray area.
- Before taking any x-ray, three activation buttons have to be pressed, and they are distributed at the ends of the x-ray area, allowing the operator to monitor that there is no one inside the area.
- There are two rooms in the Bunker office area that are especially protected by an automatic fire-extinguishing system. These systems have external signals that show if the system is on. If the light is on, entrance is strictly forbidden (X-ray room and accelerator modulator room).
- As a general rule, it is forbidden to perform overlapping jobs (overlapping jobs are those performed by several workers located at different heights, which generate a risk to those located on lower levels). If this were not possible, the necessary measures will be taken following these principles:
 - ✓ Coordination among the various managers in charge of the jobs.
 - ✓ Reduce as much as possible the position of the workers on the vertical or area of influence of others.
 - ✓ Collective protections that retain the objects that may fall or stop projection from fragments or particles generated by the work.
 - ✓ Cordon off and signpost.
 - ✓ Use proper PPEs.

- Workers must have proper and sufficient training in operating bridge cranes, forklifts and/or elevating platforms before they use them, and Ensa's own Prevention Service must approve this training.
- If scaffolding is used, it must be marked with a green tag and signed-off by a master within the last 24 hours, or it must have the assembly certificate from the installer company at its access, if it was set up by external staff.
- Do not remain underneath suspended loads or in their area of influence, remain watchful of the movements or tipping of loads that frequently occur in the workshop, stop as long as there is a risk and once it is gone work may continue.
- The area of influence of the load is calculated as the height between the crane hook and the ground, which is equal to the distance to be kept from the load ($h=l$).
- Keep the traffic areas free from obstacles, always clear.
- It is forbidden to take photographs and any other type of recording; it is forbidden to enter with photo or video cameras or to use the mobile phone camera, etc., unless it is expressly authorised by Ensa Management.
- It is forbidden to bring and consume alcoholic drinks, tobacco and/or drugs of any kind in the facilities.
- Avoid any type of distraction (talking with workers, jokes, horseplay...) and do not run, walk.
- Inform the facilities supervisor of any risk, accident or incident that is detected or has occurred.
- Voiding or cancelling any safety device on the work equipment and installations is forbidden. Check that the equipment has all of the safety systems and that they work properly before beginning work.

ONLY THE MAINTENANCE STAFF ARE ALLOWED TO ACCESS THE BRIDGE CRANE OR THE ROOF OF THE FACILITIES. THE LADDER TO ACCESS THE BRIDGE CRANE IS LOCKED AND MAY ONLY BE ACCESSED BY THE MAINTENANCE STAFF IN THE PERFORMANCE OF THEIR DUTIES.

- During work at heights without collective protection (railings) the use of safety harness is mandatory, along with the connection devices necessary to use both the vertical and horizontal life-lines (roof area or on the bridge crane).
- Bear in mind that certain dangerous works must not be performed under harsh weather conditions: work on roofs, outdoor works when there is an electrical hazard, etc.
- Waste must be disposed of in rubbish containers.
- The facilities must be kept clean and orderly, especially the x-ray area.
- If lighting is poor, use additional means.
- Leave traffic areas free of obstacles, if this were not possible, signpost the work or storage areas when they interfere in the traffic areas.

- Observe the posted signs at all times.
- Put away all of the tools and materials when the workday is over. Do not lay wires, conduits, hoses, etc. in the work area.
- If any emergency situation arises at Ensa, all personnel must stop their work, leaving their stations in a safe condition. The equipment being used will be turned off, traffic areas will be cleared to provide easy access for possible emergency equipment, and workers will leave the area and head to the reception area.
- Any breach of these instructions and safety rules may lead to penalties being applied or, where applicable, temporary suspension or dismissal.

IN THE EVENT OF EMERGENCIES RELATED TO IONISING RADIATION (UNCONTROLLED OR UNFORESEEN EXPOSURES), FOLLOW THE IRA-530 EMERGENCY PLAN FOR THE FACILITY.

6. ESPECIALLY HAZARDOUS WORKS

Especially hazardous works are those where the worker is under significant risk, which could cause them very serious injuries, even death, and where in order to maintain safe conditions the worker's qualifications, training and attitude are paramount.

The assessment must contain the tasks that involve these especially hazardous works; these risks will be evaluated, determining the suitable measures to be taken for these works to be performed safely, so that only authorised and trained staff are the ones who will perform them.

Before these works begin, a meeting will be held with the Ensa manager in charge of the works, Ensa's own Prevention Service and the Coordinator of corporate activities, in order to coordinate the works.

Ensa has established safety procedures and instructions for the performance of some of these jobs, which are available to our external companies, who must follow these procedures or submit their own for their approval by Ensa's own Prevention Service.

Some of these procedures:

- SSYMA-PRO07 "Trabajos con riesgo eléctrico" (Jobs with electrical risk). *** Specific work procedure required.
- SSYMA-PRO10 "Trabajos de calentamiento de piezas" (Jobs heating parts). *** Specific work procedure required.
- SSYMA-PRO09 "Trabajos en espacios confinados" (Jobs in confined spaces). *** Work permit required.
- SSYMA-PRO11 "Pruebas Hidrostáticas y neumáticas" (Hydrostatic and pneumatic tests). *** Specific work procedure required.
- SSYMA-PRO06 "Consignación de máquinas e instalaciones" (Machine and installation lockout tagout). *** Specific work procedure required.
- SSYMA-PRO12 "Trabajos en altura" (Work at heights). *** Work permit required.

7. SPECIFIC SAFETY RULES FOR VISITORS

A visit is considered as occasional access with the purpose to hold a meeting lasting less than one day.

Company Management asks for strict compliance with the Factory's current safety rules, and reminds visitors of existing hazards due to the nature of the products. The company declines any responsibility for accidents and harm caused by a failure to comply with said Safety rules, and especially caused by reckless behaviour.

1. The identification card that will be given at reception by the Security Service must be worn at all times while remaining in the facilities.
2. Visitors may only walk through the factory if they are accompanied by an Ensa manager, and only along the walkways marked between the yellow lines.
3. In order to circulate outside of the marked area in the walkways you must:
 - o Ask an Ensa manager for prior authorisation.
 - o Use the personal protective equipment that is mandatory in the area.
4. The signs placed throughout the factory facilities must be observed at all times; the protective equipment signposted in each area must also be used (masks, safety goggles, safety shoes, gloves, etc.). It is mandatory to use helmet and safety goggles in the Workshop Unit and in the Auxiliary Workshops.
5. Walk, do not run.
6. Do not enter in isolated areas or forbidden access without the authorisation of an Ensa manager.
7. Avoid any type of distraction (talking with the workers, jokes, horseplay, etc.).
8. Immediately inform any Ensa manager of all damage, breakage, unsafe conditions or defects you find in the facilities, machines, equipment, tools or operations.
9. It is forbidden to operate any machine, equipment or installation unless specifically authorised by an Ensa Manager.
10. It is forbidden to circulate underneath a suspended load.
11. It is forbidden to take photographs and/or any other type of recording; it is forbidden to enter with photo or video cameras or to use the mobile phone camera, etc., unless it is expressly authorised by Ensa Management, which must be requested from: comunicacion@ensa.es



8. OBLIGATIONS OF THE CONTRACTOR AND SUBCONTRACTOR COMPANIES

The contractor is under direct obligation to comply with the provisions contained in these procedures and with Ensa's safety rules, as well as to be familiar with and comply with any other legal or conventional rules that are current on matters of occupational hazard prevention, and he will be responsible for their application and for the consequences derived from not complying with them, both regarding himself and any potential subcontractors and/or freelance workers.

The duty of cooperation will be applicable to all companies and freelance workers who are present at the workplace, whether there are legal relations between them or not.

Contractor companies must inform each other on the specific hazards entailed by the activities they perform at the workplace that may affect the workers of the other companies that are present in the centre.

The information must be sufficient and provided prior to beginning the activities, when there is a change in the concurrent activities that is relevant to prevention purposes, and when an emergency situation arises.

All contractor/subcontractor companies and freelance workers must inform Ensa of any accident that happens inside its facilities.

All companies and freelance workers must immediately notify of any emergency situation.

Business owners must take into account the risks that, being proper to each company, arise or are made worse by the circumstance of concurrence in the activities being carried out.

Each business owner must inform their respective workers of the risks derived from the concurrence of company activities at the same workplace.

Concurring companies will take into account the information received from Ensa when evaluating the risks and when planning their preventive activity.

Concurring companies shall follow the instructions given by Ensa for preventing risks at the workplace.

SERIOUS AND IMMINENT OCCUPATIONAL HAZARD, is defined as the risk that is rationally probable to materialise in the immediate future and which may entail serious harm to workers' health.

Depending on the magnitude of the occupational hazard, the following may be considered as potentially serious and imminent risks, among others:

- Risk of fire.
- Risk of explosion.
- Risk of gas leak.
- Risks inherent to the nature of hazardous chemical products.
- Risk of radioactive contamination.
- Risk of collapse of buildings, parts or materials.
- Risk of suffocation.

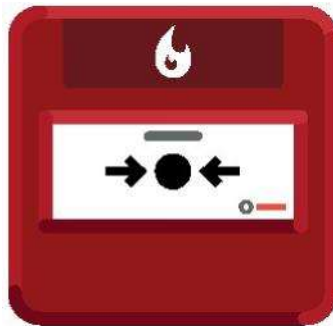
Workers are entitled to interrupt their activity and leave the workplace, if necessary, when they consider that said activity entails a serious and imminent risk to their life or health.

If any of these risks should arise, in general the work will be stopped and an Ensa Manager will be notified.

9. ACTION STEPS IN THE EVENT OF EMERGENCY

9.1. Steps in the event of FIRE:

- Remain calm. Don't shout. There is an entire organisation for emergency cases (with instructions and pertinent training).
- Immediately notify of the Emergency. Inform your Direct Supervisor of the incident, or the Control Centre (Telephone: 6666 / 696 703 478 / 942 200 193 from any phone).
- If it is a fire in the initial stage and you have extinguishing means available, try to put it out if you deem it possible, without endangering your physical integrity.
- If the fire is problematic, press the fire alarm button if it is within your reach (red button) and call the control centre (internal phone number **6666 or 696 703 478 / 942 200 193** from any phone). Ensa has red "fire alarm" buttons in the general offices building, CTA building, Special Projects building, Workshop Unit and Auxiliary Workshops.
- When it is pressed, the button will automatically notify the Reception, where they will activate the emergency plan. You must head towards the closest meeting point.



Instructions to be followed if EVACUATION is necessary:

- If emergency personnel (Alarm and Evacuation Teams or First Responder Team) give the order to evacuate or if the Evacuation Alarm goes off, get ready to evacuate the facilities, do not argue.
- Before leaving your work station turn off any devices you are using (electrical equipment, flammable or that use gas), leaving them in a "safe condition". Close cabinet doors and table and desk drawers.
- Immediately vacate the premises, but not running, walk to the "Meeting Point" following the instructions of the Alarm and Evacuation Team members and the emergency signage, which will remind you of where to go.
- Remain calm and do not stop at the exits. Do not go back into the premises under any circumstance.
- Use the established evacuation routes, signposted to this purpose. Do not use stairways or hallways that are filled with smoke. Check the doors, if they are hot do not open them.
- Remain at the Meeting Point and await instructions.

9.2. Steps in the event of a MEDICAL EMERGENCY:

- If there is a medical emergency, press the medical alarm button if it is within your reach, and in any case, call Medical Services (Telephone: **6061 / 628 119 533**) or the control centre (internal telephone: **6666 or 696 703 478 / 942 200 193** from any phone).



- When the button is pressed, it will automatically notify Reception and the Medical Service, which will activate the emergency plan. They will then go to the accident site following the location of the emergency button.
- Only transport the accident victim to a safe location if there is an imminent risk to them. Try to protect the victim from potential hazards that may affect them, but without exposing yourself to serious risks.
- In the event of a MEDICAL EMERGENCY, apply the PAS method:

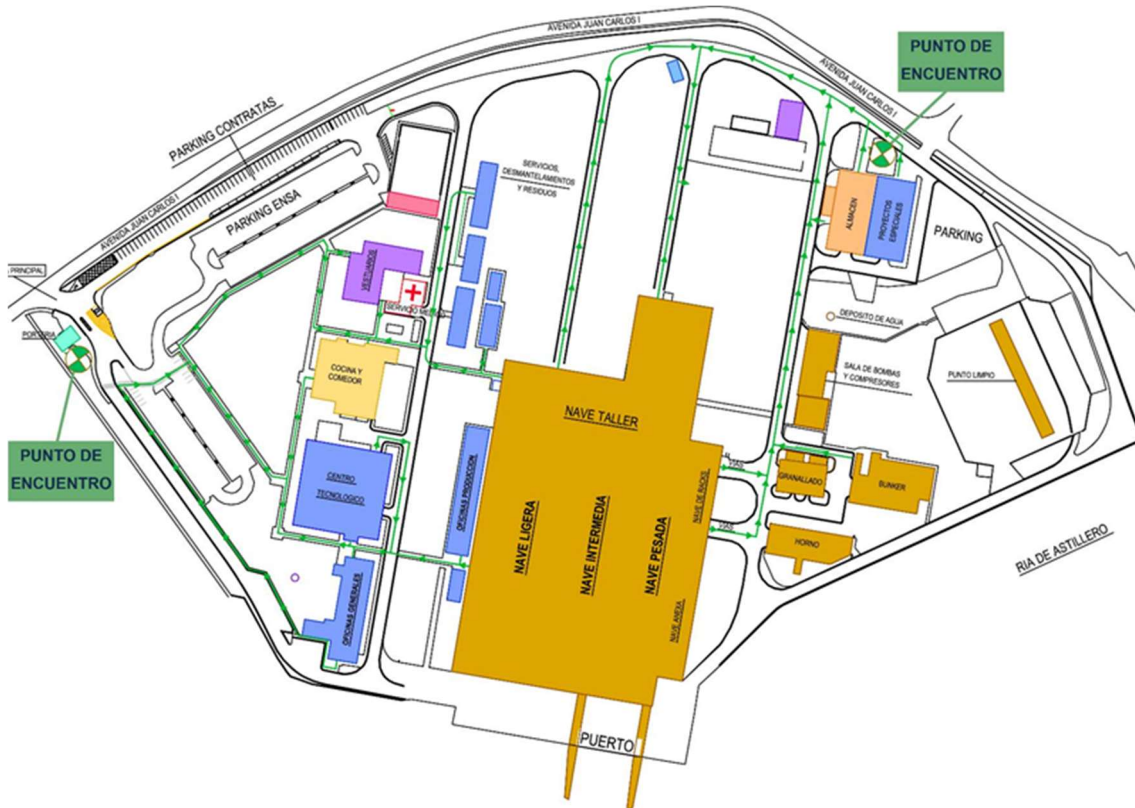


PROTECT: Before acting, we must make sure that both the accident victim and ourselves are out of all harm's way. We must prevent harm from extending to other people.

ALERT: the person informing must speak clearly and precisely. Tell where they are calling from and give the exact location of the accident.

ASSIST: Make a primary assessment and provide first aid if you have the necessary knowledge.

In the event of an Emergency, follow all of the instructions given by the Ensa Emergency Teams. Go to one of the meeting points.



Interior:

Tel.: 6666 / 696 703 478

Medical Service: 6061 / 628 119 533

Exterior: 112

9.3. Actions in case of ENVIRONMENTAL EMERGENCY:

In any of these cases:

- Chemicals or oil leaks or spills.
- Leaks from vehicles.
- Uncontrolled discharge into the sewer or into the bay.

Ensa must be immediately informed of any incident that happens by calling the control centre directly (internal telephone: **6666** or **942 200 101** from any phone).

ACTION GUIDELINES IN THE EVENT OF ACCIDENTAL SPILLS

If there is an accidental spill of hazardous material (oil, fuel, paint, solvents, chemicals...) immediately notify the Maintenance, Environment or Security personnel.

All hired companies must have absorbent materials to clean up accidental spills.

Follow these guidelines if you have to clean up a spill:

1. PROTECT YOURSELF: WEAR GLOVES. CHECK THE SAFETY SPECIFICATIONS OF THE SPILLED SUBSTANCE BEFORE TAKING ANY ACTION.

2. IF THERE ARE SEWERAGE GRILLES CLOSE TO THE SPILL, COVER THEM WITH A GRILLE COVER.



3. PLACE CONTAINMENT BARRIERS AROUND THE SPILL TO PREVENT IT FROM SPREADING.



4. USE THE MATS AND PADS TO ABSORB THE SPILL. LET THEM WORK UNTIL THEY ARE FULLY SOAKED.



5. PICK UP THE USED ABSORBENT MATERIALS, THEY MUST BE LABELLED AS CONTAMINATED ABSORBENTS AND PROCESSED AS HAZARDOUS WASTE.

10. ENVIRONMENTAL ACTION RULES

10.1. Introduction

Ensa is located on the coastline of the Santander Bay, an area comprised within the network of Important Bird Areas. Ensa is also close to the Marismas Blancas, a municipal bird reserve overseen by the SEO Bird Life organisation and close to natural mollusc production areas. Ever since it began activities, protecting the environment has been one of the guiding principles of the Ensa Group's corporate action. To this end we have an environmental management rules and procedures system to identify and minimise the various environmental hazards and potential impact that the activity may cause to the unique area where the factory is located.

Ensa has an environmental management system based on the UNE-EN ISO 14001 standard, certified by AENOR, which accredits that Ensa complies with the required environmental obligations.

10.2. Mandatory rules for managing environmental aspects

Prior to beginning the works, the contractor company must submit form SSYMA-PA09.E04 (See section 11 "Forms" in this Report) where it informs Ensa of the environmental aspects that will be generated during the performance of the contracted activities and the preventive steps to avoid the environmental impacts that may be derived from them.

After looking into the information provided, Ensa may establish additional preventive measures.

The following rules will be taken into account when establishing the actions to be performed.

10.2.1. Waste management

The hired companies are under the obligation to properly separate, package and process the waste generated during the activities object of the contract. All waste products must be disposed of by the hired company through duly authorised managers or recyclers, unless it is expressly agreed otherwise in the contract or work order, in which case they must correctly separate and package the waste products and notify Ensa for them to be collected and disposed of.

The following rules must be observed:

- Waste must be deposited in suitable containers and must be duly identified.
- Never abandon any type of waste that is generated.
- Do not mix different types of waste, nor waste that may react with each other.
- Keep waste products under proper health and safety conditions.
- Hazardous waste may not be stored outside.

Ensa may request documentary proof of the waste management with authorised processors.

10.2.2. Resource consumption management (materials, water and power)

Work must be planned so that it is performed with minimal consumption of materials, power and water, and with as little waste production as possible.

Reusable materials will be prioritized over disposable, and containers will be recycled or returned to the supplier whenever possible.

Any vehicles and machinery used must be refuelled outside of Ensa facilities. If this were not possible and they have to be refuelled in our facilities using a tank truck, this must previously be notified and the documentation proving that ADR requirements are met by both the vehicle and the driver must be submitted. Ensa will also specify the area where the unloading is to take place and it may oversee this operation.

10.2.3. Waste water management

Whenever water is consumed, management of the resulting waste water must be considered. Contaminated water may be dangerous, and therefore it must be treated as hazardous waste, or comparable to urban waste water and therefore suitable to be discharged into the sanitation system.

Ensa's collector network separates waste, discharging waste water to the sanitation system and rainwater to the sea.

It is strictly forbidden to discharge anything into Ensa's collector network without prior authorisation. Any activity to be carried out that involves a discharge must be notified to Ensa, who will authorise the discharge or not, and if it does, it will specify the area where it may be discharged and the sewer to which it is to be connected.

If work is performed outside, the work area must be kept clean in order to prevent particles and contaminants from being swept by the rain.

10.2.4. Management of emissions to the atmosphere and noise

If emissions into the atmosphere are expected, the necessary containment and purification measures shall be taken so that they do not become a new source of emissions.

Machinery and tools must be properly used and maintained, to prevent noise emissions above the equipment specifications. Care must be taken at all times to not exceed the limits established by municipal regulations for outdoors: 75 dB (A).

10.3. Accidents, incidents and environmental emergencies

Hired companies must foresee any possible incidents that may happen and have the necessary means and training to take action if they do occur, in order to minimise the consequences.

Absorbent materials must be kept on hand to take care of any possible spills that may happen, as well as containment systems to prevent accidental spills from reaching the sewerage network or the sea (barriers, plugs, etc.).

In any case, Ensa must be immediately informed of any incident that happens by calling the control centre directly (phone number: 6666 from an internal phone, or 942 200 101 from any phone).

10.4. Loading and unloading of hazardous goods and waste

Carriers transporting hazardous waste and goods must prove, before performing the services, that both their vehicles and drivers meet regulation requirements pertaining to transportation of hazardous goods.

They must submit at reception any documentation that is applicable from those contained in section 10.1. of this report, before they access the facilities.

Prior to loading/unloading the hazardous goods, Ensa will check to verify compliance with regulations regarding vehicle documentation and equipment.

Loading fuel within the Ensa facilities must be avoided, if it cannot be avoided, the instructions set forth in the section on resource management shall be followed (See section 9.2.2 of this Report).

10.5. Failure to comply with requirements

Failure to comply with any of the requirements set forth in this document may entail action being taken by Ensa. Among these actions is the prohibition of the penalised company or worker from entering Ensa.

11. DOCUMENTATION FOR ACCESS CONTROL

11.1. Documentation to be provided by the companies

There are several cases regarding the documentation to be provided by the companies:

- General companies (domestic external companies)
- General freelancers (domestic freelancers)
- External companies (EU companies)
- Freelancers (EU freelancers)
- Foreign short-stay auditors/inspectors (EU and outside the EU)
- External Companies based outside the European Union (USA, China, Japan, South Africa...)
- Non-EU freelancers (USA, China, Japan, South Africa...)
- Training Companies (Solely theoretical training)
- Training companies (Use of machinery)
- Auditors/Inspectors (EU)
- Auditors/Inspectors (non-EU)
- Interns

*** Specific profiles (contractors who belong to any of the following profiles due to the work they will perform will require additional documentation, which will be requested from them on the ECOGESTOR platform).

- Hazardous goods transportation
- Work in confined spaces
- Work at heights
- Construction work
- RITE maintenance (refrigeration, gas...)
- Pest control (legionnaire's disease, rodents...)
- Low voltage electrical installations/maintenance
- High voltage electrical installations/maintenance
- Pressure equipment installation/maintenance
- Private security
- Fire extinguishing maintenance
- Elevating equipment maintenance
- Canteen service
- Health monitoring

The following documentation is required, depending on the type of company as defined above:

11.1.1. General companies (domestic external companies):

Requirements for companies:

1. Acknowledgement of receipt of the document "Informative report for external companies", following the procedure SSYMA-PA09 form SSYMA-PA01.E01.
2. Certificate of being up to date with their Social Security obligations.
3. Certificate of being up to date with their tax obligations.
4. Certificate of Civil Liability Insurance, issued by the insurance company, that states: guarantees and amounts guaranteed, maximum limit per claim event, geographical range, validity and certification that the insured is up to date in the payments, signed and stamped by the insurer.
5. Agreement with Third-Party Prevention Service, issued by the Third-Party Prevention Service itself, that states: specialisations hired, validity and certification that the company is up to date in the payments with the Prevention Service, signed and stamped by the Third-Party Prevention Service / Accreditation of Own Prevention Service / Accreditation of the appointed worker.
6. Risk evaluation and preventive activity planning for the works to be carried out at the Ensa facilities.
7. Communication of environmental aspects.

Worker requirements:

1. Document proving that the worker is registered with the Social Security (form TC2)
2. Certificate of suitability for the workers (health monitoring).
3. Information certificate for workers on matters of occupational hazard prevention, in compliance with article 18 of the Law on occupational hazard prevention, and in accordance with the prevention category of the company (risks associated with the job, actions to be taken in the event of an emergency, etc.). Signed by the workers, dated and stating the subject matter.
4. Training certificate for workers on matters of occupational hazard prevention, in compliance with article 19 of the Law on occupational hazard prevention and in accordance with the prevention category of the company (risks associated with the job, actions to be taken in the event of an emergency, etc.). Signed by the workers, dated and stating the subject matter.
5. Certification of having informed and trained the workers on the risks proper to Ensa, measures taken, measures to be taken in the event of emergency and environmental action rules, dated and signed by the workers (according to informative report for external companies). Form SSYMA-PA09.E02
6. Receipt for having handed out personal protection equipment to each of the workers and record of training and/or information on their use, signed and dated by the worker.
7. Agreement with the informative clause on Data Processing.
8. Authorisation for the use of equipment, machinery and tools. Signed and dated by the workers.

11.1.2. General freelancers (domestic freelancers):

Requirements for companies:

1. Acknowledgement of receipt of the document "Informative report for external companies", following the procedure SSYMA-PA09 form SSYMA-PA01.E01.
2. Certificate of being up to date with their Social Security obligations.
3. Certificate of being up to date with their tax obligations.
4. Certificate of Civil Liability Insurance issued by the insurance company, that states: guarantees and amounts guaranteed, maximum limit per claim event, geographical range, validity and certification that the insured is up to date in the payments, signed and stamped by the insurer.
5. List of machinery and equipment to be used and certification of conformity/suitability.
6. Communication of environmental aspects.

Worker requirements:

1. Agreement with the informative clause on Data Processing.
2. Training certification on Occupational Hazard Prevention.
3. Certification of having informed and trained the workers on the risks proper to Ensa, measures taken, measures to be taken in the event of emergency and environmental action rules, dated and signed by the workers (according to informative report for external companies). Form SSYMA-PA09.E02
4. Certification of availability of personal protection equipment.

11.1.3. External companies (EU companies):

Requirements for companies:

1. Acknowledgement of receipt of the document "Informative report for external companies", following the procedure SSYMA-PA09 form SSYMA-PA01.E01.
2. Certificate of Civil Liability Insurance, issued by the insurance company, that states: guarantees and amounts guaranteed, maximum limit per claim event, geographical range, validity and certification that the insured is up to date in the payments, signed and stamped by the insurer.
3. Risk evaluation and preventive activity planning for the works to be carried out at the Ensa facilities. In the case of construction works, the main contractor must submit a Health and Safety Plan, and subcontractors must submit an agreement to comply with the main contractor's Health and Safety Plan.
4. List of machinery and equipment to be used and certification of conformity/suitability.

Worker requirements:

1. A1 certificate (If you do not have the certificate, the dated proof of application for it shall suffice, provided that it is not dated more than two months after the document was requested).
2. Training certification of the workers on Occupational Hazard Prevention.
3. Workers' medical certificate.
4. Certification of having informed and trained the workers on the risks proper to Ensa, measures taken, measures to be taken in the event of emergency and environmental action rules, dated and signed by the workers (according to informative report for external companies). Form SSYMA-PA09.E02
5. Receipt for having handed out personal protection equipment to each of the workers.
6. Agreement with the informative clause on Data Processing.

11.1.4. Freelancers (EU freelancers):

Requirements for companies:

1. Acknowledgement of receipt of the document "Informative report for external companies", following the procedure SSYMA-PA09 form SSYMA-PA01.E01.
2. Certificate of Civil Liability Insurance, issued by the insurance company, that states: guarantees and amounts guaranteed, maximum limit per claim event, geographical range, validity and certification that the insured is up to date in the payments, signed and stamped by the insurer.
3. Risk evaluation and preventive activity planning for the works to be carried out at the Ensa facilities. In the case of construction works, the main contractor must submit a Health and Safety Plan, and subcontractors must submit an agreement to comply with the main contractor's Health and Safety Plan.
4. List of machinery and equipment to be used and certification of conformity/suitability
5. Communication of environmental aspects.

Worker requirements:

1. A1 certificate or receipt / proof of payment of Social Security fees from the country of origin.
2. Agreement with the informative clause on Data Processing.
3. Training certification on Occupational Hazard Prevention.
4. Certification of having informed and trained the workers on the risks proper to Ensa, measures taken, measures to be taken in the event of emergency and environmental action rules, dated and signed by the workers (according to informative report for external companies). Form SSYMA-PA09.E02
5. Certification of availability of personal protection equipment.

11.1.5. Short-stay auditors/inspectors (EU and outside the EU)

*** This profile includes workers who come to perform audits, hold meetings inside offices (never in the workshop, warehouses or laboratories) always for a period of less than one week and accompanied at all times by the Ensa person being visited. In no case may this person circulate through the facilities without the company of an Ensa member of staff.

Company requirements:

1. Acknowledgement of receipt of the document "Informative report for external companies", following the procedure SSYMA-PA09 form SSYMA-PA01.E01.
2. Certificate of Civil Liability Insurance, issued by the insurance company, that states: guarantees and amounts guaranteed, maximum limit per claim event, geographical range, validity and certification that the insured is up to date in the payments, signed and stamped by the insurer.

Worker requirements:

1. Document from the country of origin of the employee, certifying that they have medical insurance in the event of a workplace accident.
2. Document certifying that the worker belongs to the company and that they have received pertinent training on occupational hazard prevention.
This document must state the information on the person responsible for the company, all of the worker's information (name, surnames, identification document) and it must also be signed and stamped by the person in charge. Valid for one year. Form SSYMA-PA09.E02
3. Certification of having informed and trained the workers on the risks proper to Ensa, measures taken, measures to be taken in the event of emergency and environmental action rules, dated and signed by the workers (according to informative report for external companies). Form SSYMA-PA09.E02
4. Agreement with the informative clause on Data Processing.

11.1.6. Non-EU external companies (UK, USA, Japan, China, South Africa...)

Company requirements:

1. Acknowledgement of receipt of the document "Informative report for external companies", following the procedure SSYMA-PA09 form SSYMA-PA01.E01.
2. Certificate of Civil Liability Insurance, issued by the insurance company, that states: guarantees and amounts guaranteed, maximum limit per claim event, geographical range, validity and certification that the insured is up to date in the payments, signed and stamped by the insurer.
3. Risk evaluation and preventive activity planning for the works to be carried out at the Ensa facilities. In the case of construction works, the main contractor must submit a Health and Safety Plan, and subcontractors must submit an agreement to comply with the main contractor's Health and Safety Plan.
4. List of machinery and equipment to be used.

Worker requirements:

1. Document from the employee's country of origin that proves that they have medical insurance in the event of an occupational accident.
2. Workers' training certification on Occupational Hazard Prevention
3. Certification of having informed and trained the workers on the risks proper to Ensa, measures taken, measures to be taken in the event of emergency and environmental action rules, dated and signed by the workers (according to informative report for external companies). Form SSYMA-PA09.E02
4. Receipt for having handed out personal protection equipment to each of the workers.
5. Agreement with the informative clause on Data Processing.

11.1.7. Non-EU freelancers (UK, USA, Japan, China, South Africa...)

Company requirements:

1. Acknowledgement of receipt of the document "Informative report for external companies", following the procedure SSYMA-PA09 form SSYMA-PA01.E01.
2. Certificate of Civil Liability Insurance, issued by the insurance company, that states: guarantees and amounts guaranteed, maximum limit per claim event, geographical range, validity and certification that the insured is up to date in the payments, signed and stamped by the insurer.

Worker requirements:

1. Document from the country of origin of the employee, certifying that they have medical insurance in the event of a workplace accident.
2. Document certifying that the worker belongs to the company and that they have received pertinent training on occupational hazard prevention.
This document must state the information on the person responsible for the company, all of the worker's information (name, surnames, identification document) and it must also be signed and stamped by the person in charge. Valid for one year. Form SSYMA-PA09.E02
3. Certification of having informed and trained the workers on the risks proper to Ensa, measures taken, measures to be taken in the event of emergency and environmental action rules, dated and signed by the workers (according to informative report for external companies). Form SSYMA-PA09.E02
4. Agreement with the informative clause on Data Processing.

11.1.8. Training company (solely theory)

*** Trainers who require the use of machinery are excluded from this consideration.

1. Acknowledgement of receipt of the document "Informative report for external companies", following the procedure SSYMA-PA09 form SSYMA-PA01.E01.
2. Certificate of being up to date with their Social Security obligations.
3. Certificate of being up to date with their tax obligations.

Worker requirements:

1. Document proving that the worker is registered with the Social Security (form TC2).
2. Certificate of having trained and informed the workers on Occupational Hazard Prevention matters, signed by the workers, dated and subject matter.
3. Certification of having informed and trained the workers on the risks proper to Ensa, measures taken, measures to be taken in the event of emergency and environmental action rules, dated and signed by the workers (according to informative report for external companies). Form SSYMA-PA09.E02
4. Agreement with the informative clause on Data Processing.

*** Trainers who are not national must submit the same documentation as the inspectors/ auditors, depending on their origin (European Union or outside the European Union).

11.1.9. Training company (use of machinery)

Company requirements:

1. Acknowledgement of receipt of the document "Informative report for external companies", following the procedure SSYMA-PA09 form SSYMA-PA01.E01.
2. Certificate of being up to date with their Social Security obligations.
3. Certificate of being up to date with their tax obligations.
4. Certificate of Civil Liability Insurance, issued by the insurance company, that states: guarantees and amounts guaranteed, maximum limit per claim event, geographical range, validity and certification that the insured is up to date in the payments, signed and stamped by the insurer.

Worker requirements:

1. Document proving that the worker is registered with the Social Security (form TC2).
2. Certificate of having trained and informed the workers on Occupational Hazard Prevention matters, signed by the workers, dated and subject matter.
3. Certification of having informed and trained the workers on the risks proper to Ensa, measures taken, measures to be taken in the event of emergency and environmental action rules, dated and signed by the workers (according to informative report for external companies). Form SSYMA-PA09.E02
4. Agreement with the informative clause on Data Processing.
5. Authorisation for the use of equipment, machinery and tools. Signed and dated by the workers.

11.1.10. EU auditors/inspectors

*** This category only includes those persons who are going to perform administrative or supervisory jobs and who at no time will be exposed to hazardous chemicals or any especially hazardous activities, such as those listed in section 6 of this Report.

Company requirements:

1. Acknowledgement of receipt of the document "Informative report for external companies", following the procedure SSYMA-PA09 form SSYMA-PA01.E01.
2. Certificate of Civil Liability Insurance, issued by the insurance company, that states: guarantees and amounts guaranteed, maximum limit per claim event, geographical range, validity and certification that the insured is up to date in the payments, signed and stamped by the insurer.

Worker requirements:

1. Depending on where the company is from:
 - o National companies: Document proving that the worker is registered with the Social Security (form TC2)
 - o Companies based in the European Union: A1 certificate (If you do not have the certificate, the dated proof of application for it shall suffice, provided that it is not dated more than two months after the document was requested)
2. Certificate of having trained and informed the workers on Occupational Hazard Prevention matters.
3. Certification of having informed and trained the workers on the risks proper to Ensa, measures taken, measures to be taken in the event of emergency and environmental action rules, dated and signed by the workers (according to informative report for external companies). Form SSYMA-PA09.E02
4. Agreement with the informative clause on Data Processing.

11.1.11. Non-EU auditors/inspectors (UK, USA, Japan, China, South Africa...)

Company requirements:

1. Acknowledgement of receipt of the document "Informative report for external companies", following the procedure SSYMA-PA09 form SSYMA-PA01.E01.
2. Certificate of Civil Liability Insurance, issued by the insurance company, that states: guarantees and amounts guaranteed, maximum limit per claim event, geographical range, validity and certification that the insured is up to date in the payments, signed and stamped by the insurer.

Worker requirements:

1. Document from the country of origin of the employee, certifying that they have medical insurance in the event of a workplace accident.
2. Document certifying that the worker belongs to the company and that they have received pertinent training on occupational hazard prevention.
This document must state the information on the person responsible for the company, all of the worker's information (name, surnames, identification document) and it must also be signed and stamped by the person in charge. Valid for one year.
3. Certification of having informed and trained the workers on the risks proper to Ensa, measures taken, measures to be taken in the event of emergency and environmental action rules, dated and signed by the workers (according to informative report for external companies). Form SSYMA-PA09.E02
4. Agreement with the informative clause on Data Processing.

11.1.12. Interns

Vocational Training Intern:

1. Framework agreement with the centre
2. Appendix to the specific agreement for the student internship
3. Proof of school insurance
4. Certification of having informed and trained the workers on the risks proper to Ensa, measures taken, measures to be taken in the event of emergency and environmental action rules, dated and signed by the workers (according to informative report for external companies). Form SSYMA-PA09.E02

DUAL Vocational Training Intern:

1. Framework agreement with the centre
2. Appendix to the specific agreement for the student internship
3. Certification of having informed and trained the workers on the risks proper to Ensa, measures taken, measures to be taken in the event of emergency and environmental action rules, dated and signed by the workers (according to informative report for external companies). Form SSYMA-PA09.E02

University intern (UC, CESINE, UNEAtlántico, UPM, EMSAN...):

1. Framework agreement with the centre
2. Appendix to the specific agreement for the student internship
3. Registration with the Social Security (under the centre)
4. Certification of having informed and trained the workers on the risks proper to Ensa, measures taken, measures to be taken in the event of emergency and environmental action rules, dated and signed by the workers (according to informative report for external companies). Form SSYMA-PA09.E02

Public/Private centre intern to obtain the professionalization certification (Aula Dédalo, Talleres Daniel Álvaro...):

1. Agreement specific to the student's internship
2. Proof of school insurance
3. Certification of having informed and trained the workers on the risks proper to Ensa, measures taken, measures to be taken in the event of emergency and environmental action rules, dated and signed by the workers (according to informative report for external companies). Form SSYMA-PA09.E02

11.2. Corporate activities coordination meeting

Coordination meetings will be held when it is deemed that the coordination means used are insufficient or inadequate to meet the planned objectives and/or when the corporate activities Coordinator considers it necessary for the proper development of the works.

Ensa and the external company shall agree on a date and time to hold the safety meeting.

The Ensa coordinator of business activities and a representative of the hired company shall attend the company activities coordination meeting.

11.3. Notification and investigation of incidents/accidents

All external companies must inform Ensa of any accident/incident that happens inside its facilities. They must also inform on any risk they may detect during the performance of their work within Ensa facilities.

The external company shall investigate these accidents/incidents with the supervision of the Ensa company activities coordinator.

11.4. Visitors

Visits are mainly those of a business nature or to attend occasional meetings during the day. This consideration as a visitor will be limited to a series of conditions:

- The visit must last for less than a day.
- The visitor will be accompanied at all times by the Ensa employee they are visiting. In no case may the visitor circulate through the facilities without the company of an Ensa member of staff.
- No work is allowed to be performed in the workshops or laboratories. Visits to these facilities will be limited to the walkways and always accompanied by the person being visited or an Ensa employee that they appoint.

Anyone whose purpose for entering the factory is to perform any type of work are excluded from this consideration, therefore it is strictly forbidden for any person external to the company to access it to perform any type of work under this status.

The Security Service will be responsible for the access processing, and they will telephone the person being visited to verify that the visitor is authorised. Once conformity is given, the guard must fill in the following information in the computer application:

1. Visitor's data (name, surnames, ID, and company they work for).
2. Person they are going to visit (state only one, even if they are going to visit several people at Ensa) and department.
3. Type of visit (sales, meeting...).

Visitors will be given a copy of the safety rules and rules for action to be taken in the event of emergency the first time they access the facilities, and they will sign the receipt for these rules and undertake to fulfil them.

This handing over of the rules will be recorded in the visitor computerised application, in the remarks section, this ensures that all visitors have been informed of the safety rules and rules for action to be taken in the event of emergency during their time at Ensa.

Visitors will be given an access card, and they must enter and exit through the turnstile, where the time of entry and exit from the Ensa facilities will be recorded. The entry guard will notify the Ensa person that the visitor is going to see.

Visitors must be accompanied at all times by the person they are visiting at Ensa.

Visitor accreditation will be personal and non-transferable, it must be worn so that it is always visible, and it must be shown to the Security Service whenever it is requested for any type of verification.

When the visit or visits are over, the accreditation must be returned to the Security Service in order to exit the factory.

The Security Service will close the visit cycle in the computer application.

11.5. Vehicle access

All external companies that require accessing Ensa facilities with a vehicle in order to perform the hired work (not applicable to special vehicles), must submit the following vehicle documents along with the other documentation:

- Vehicle registration document
- ITV (MOT)
- Insurance policy
- Driver's driving license

The information on the authorised vehicles will be recorded on the computer application, in the section on vehicles for each external company.

11.5.1. Loading and unloading

Entry of vehicles for loading and unloading material at the Ensa facilities will be authorised provided that the vehicle driver submits the corresponding delivery note or documentation required for unloading.

Before entering, the Security Service will enter the following information in the visitor computer application:

- Official identification card / Passport.
- Full name.
- Company.
- Registration (record in the remarks section).
- Destination.

The driver will be given an access card, and they must enter and exit through the turnstile, where the time of entry and exit from the Ensa facilities will be recorded.

When the loading or unloading is completed, the accreditation must be returned to the Security Service in order to exit the factory.

The Security Service will close the visit cycle in the computer application.

11.5.2. Special vehicles

In the case of special vehicles, the following documentation will also be required:

Requirements for mobile cranes:

- Vehicle registration document.
- Vehicle insurance.
- Technical Vehicle Inspection certification.
- Mobile crane inspection certification.
- Declaration of conformity.
- Driver's driving license.
- Crane operator license.

Requirements for mobile people-lifting platforms and forklifts:

- Insurance policy for the platform/forklift.
- Instructions manual available to the operator.
- Certificate of inspection of the platform/forklift.
- Declaration of conformity.

11.5.3. Hazardous goods carriers

In compliance with the requirements set forth in Royal Decree 97/2014, dated 14th February, regulating transportation of hazardous goods on Spanish roads, the procedure to be followed in order for vehicles transporting hazardous goods to access Ensa facilities is:

The following documentation must be submitted to the Security Service (Reception) in order to access our facilities:

- ADR (Transportation of Hazardous Goods) license (Mandatory)
- ADR certification of approval for the vehicle, if applicable

Reception of goods

Once the load is in the warehouse, the warehouse manager will fill in the checklist, along with the vehicle driver. When the checklist is completed, it will be signed by the driver and the warehouse manager.

The warehouse manager will keep the original checklist and a copy of the consignment note, and will then forward them to the Environment Department.

If a tank truck unloads all of its content at our facilities, the Warehouse Manager must issue an Empty Consignment Note. The Warehouse Manager will issue and sign two copies of the consignment note, one will be given to the driver along with the original note, and the other will be sent to the Environment Department.

The driver must give the copy of the consignment note to the Security Service (Reception) before leaving the Ensa facilities.

Shipping of hazardous goods and waste by Ensa

The Warehouse Manager must fill in the consignment note form. Once completed it will be given to the driver, who must sign it, along with the warehouse manager.

The Warehouse Manager will issue and sign two copies of the consignment note, one will be given to the driver along with the original note, and the other will be sent to the Environment Department.

The driver must give the copy of the consignment note to the Security Service (Reception) before leaving the Ensa facilities.

11.6. Access to restricted areas

Whenever an external company employee has to enter or perform work in areas of restricted access (recycling station, bunker, etc.) they must inform reception so that the Security Service can notify the area manager, who will supervise the entry and the work.

External company employees may not remain in any restricted access area if they are not accompanied and/or supervised by an Ensa employee.

In order to perform this work, the specific rules established in the corresponding technical instructions that Ensa will provide when it deems necessary must be followed, in addition to what is established in the assessment of risks of the works to be performed, which the external company will have submitted to Ensa prior to beginning the works.

12. EXHIBIT AND FORMS

- SSYMA-PA09.E01 Acknowledgement of receipt of the document "Informative report for external companies".
- SSYMA-PA09.E02 "Certificate of information and training for workers from external companies".
- SSYMA-PA09.E04 Communication of Environmental Aspects.
- Document "Informative clause on Data Processing".
- SSYMA-PA09.E05 "Responsible declaration of hiring and training in occupational risk prevention of the worker."