

# Sub-contractor Compliance Charter



**All sub-contractors carrying out works on our behalf / under our control, should comply with the requirements of this document. To that end, you must:**

1. Be familiar with our Quality, Environmental and Health, Safety & Welfare Policy Statement (IG 01 – Available on request). It details our aims and principles - ensure that you carry out your work with this policy in mind.
2. Ensure that all works carried out do not impinge on our ability to fulfil these aims and principles.
3. Understand that the work you do is important for us to meet the requirements of our Management System and most importantly our customers. If you do not conduct yourself / provide your service with this in mind, resulting in a poor service to our customer, your actions may be reviewed as part of our non-conformance process.
4. General Works - Carry out your work / service in a safe and environmentally friendly way to ensure that we minimise the safety risks to those affected by our operations and minimise our impact on the environment. Deviation from these requirements will result in your actions being investigated. An examples of deviation would be;
  - a. Non-compliance with site waste management arrangements (Hazardous & Non-Hazardous Waste).
  - b. Non-compliance with site safety arrangements – Not wearing adequate PPE or ignoring risk assessment and method statement requirements.
5. Works carried out on site – If you are engaged to carry out work at our and/or our client's premises. Please ensure to implement the following environmental/health, safety and welfare management best practice where possible.
  - a. Energy Use
    - i. Keep documents and records in electronic form
    - ii. Unused lighting and electrical equipment should be switched off when not being used
    - iii. Ensure the use of the most energy efficient equipment where possible
    - iv. Do not leave water taps running when not required
    - v. Windows should not be left open when the heating has been switched on.
    - vi. Ensure travelling (deliveries etc) is minimised by using the most appropriate route possible.
    - vii. Do not leave vehicles idling and employ a fuel efficient driving technique.

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- b. Waste Management
  - i. Ensure to segregate waste and put waste in the appropriate receptacles.
  - ii. Ensure waste is removed by a licenced waste carrier to a licenced waste management facility with documentation retained.
- c. Chemicals & Hazardous Liquids – Storage & Use
  - i. Ensure liquids are banded with container lids/seals firmly shut.
  - ii. Ensure drip trays are in use when filling tanks etc.
  - iii. Do not store near sources of ignition.
  - iv. Do not dispose of liquids to drains unless there is an appropriate permit in place.
  - v. Ensure spill kits are available.
- d. Control of Dust, Noise & Other Nuisances
  - i. Always try to reduce dust emissions at source and wear appropriate PPE.
  - ii. Consider those in the vicinity when working to ensure noise is not disruptive.
  - iii. Ensure your operations do not generate unnecessary odours.
- e. PPE / RPE
  - i. Use PPE / RPE as instructed.
  - ii. Ensure PPE / RPE is fit for purpose and free from damage.
- f. Use of Plant, Equipment & Vehicles
  - i. Ensure the equipment you use is free from damage and is regularly checked to ensure it is safe to use and fit for purpose.
  - ii. Ensure that you have the relevant licence and/or training before using plant, equipment and vehicles.
- g. Risk Assessments & Method Statements (RAMS)
  - i. Ensure that you adhere to the RAMS (Either created by you or us) when carrying out works on our behalf.
  - ii. Ensure all those within your organisation have been briefed on the RAMS prior to starting the work.

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- h. Accidents, Incidents and Near Misses
  - i. Ensure that you report any accidents, incidents and near misses to us (no matter how trivial) when working on our behalf or involving our staff or sub-contractors.
  - ii. If you are involved in such an incident, you must co-operate with us fully during any investigations.
  - iii. If you feel that you are in danger of getting hurt from our activities, then remove yourself from the situation and report it to us immediately. There will be no undue consequences for reporting potential safety issues.
6. Ensure that you provide the goods / services required as detailed within our Purchase / Engagement Instruction.
7. Ensure that a quality control inspection of your product/service is undertaken prior to supply of goods/completion of service.
8. Ensure that those manufacturing the product / providing the service are competent and do so using equipment and processes that will ensure a high level of quality whilst ensuring compliance with applicable statutory requirements.
9. Ensure you are aware that, along with our customers, we will **not** be carrying out any formal product/service verification or validation activities at your premises.
10. We will inspect the quality of product / quality of service on receipt of said product / service, via a thorough visual inspection or a certification of conformity (where we do not have the expertise to inspect product / service quality).
11. We will review your performance on an annual basis as a minimum.

By supplying your products and services, you agree to abide by the terms of this charter.