

1. Q8/IDS/Tango information

By signing the contract with Q8/IDS/Tango, you as a Contracting Party agree to Q8's safety conditions. These can be found below and at the following location in multiple languages:

- www.q8.be/safetypcedures
- www.tango.nl/safety-procedures
- www.q8.lu/safety-procedures

At this location you will find the Q8/IDS/Tango policy and addendum, as well as the documents related to contractor management and associated templates.

2. Contractor information

We as Q8/IDS/Tango reserve the right to request information relating to quality, safety and environmental aspects at any time, during or after the concluded agreement.

This information may consist of the following data and can, if necessary, be requested every quarter.

Name contractor / organisation	
Address	
Contact person	
Telephone number	
Quarter	
Km driven by contractors for KPNWE	
Number of worked hours for KPNWE	
Number of environmental and safety training hours	
Number of incidents at KPNWE site	
Number of near misses at KPNWE site	

3. HSE Contract specifications

General

The works must be carried out in accordance with all legal provisions (local and international) as well as Q8/IDS/Tango's policy in the areas of safety, security, health & environment, as contained in the Business Management Policy and associated appendices. The contractor must have valid permits, certificates and licenses for the products he supplies and/or the services he provides.

If applicable requirements conflict with each other, the strictest regulations must always be observed and applied.

The contractor cannot impose additional costs as a result of taking additional HSE measures that are necessary to properly carry out the works. If there is disagreement about the necessity of HSE measures to be taken, KPNWE's HSE Manager will make the final decision.

At the request of KPNWE's HSE department, a kick-off meeting can be held with the contractor before the start of the agreed work. During this meeting, topics discussed include:

- o The risk analysis of the works to be carried out;
- o LMRA;
- o Mandatory reporting (including incident reporting);

Addition to the contract



- The HSE Training, certificates and permits of the contractor and his staff
- Work permits to be used
- The applicable emergency plan;
- Working agreements between parties.

Before commencing work, the contractor must:

- have available a (task) risk analysis(s) of the tasks that he and/or his subcontractors will perform;
- carry out a Last Minute Risk Analyzes (LMRA);
- Have the necessary work permit(s).

The analyses, LMRAs and work permits can be requested by KPNWE at any time.

Employees, subcontractors and external parties

The contractor must impose the relevant requirements on parties for which it is responsible (such as employees, employed subcontractors, visitors, etc.) and must ensure clear communication of the relevant requirements to those parties. The contractor is explicitly responsible for the subcontractors he employs.

Employees of the contractor must have the necessary basic knowledge of safety and the environment and receive all additional training necessary for the correct performance of their duties.

If the contractor's work coincides with or is linked to work carried out by external parties, he must consult with those external parties and make arrangements that ensure the safety and quality of all work.

Audit and control

The contractor must regularly check whether its employees and subcontractors comply with the requirements set by KPNWE.

The contractor may at any time be faced with audits and controls by Q8/IDS/Tango personnel or other authorized external parties, before and during the work. If compelling recommendations are formulated during an audit or control, they must be implemented as agreed.

Damage, violations and incidents

In the event of damage involving the client or one of its brand names, the contractor must immediately inform the client.

Violations of the agreed requirements and rules regarding Safety, Security, Health and Environment may lead to a suspension or immediate termination of the contract, without an obligation on the part of the client to compensate the contractor for any damage or loss that he may incur by this termination.

Incidents that occur during work covered by this contract must be reported to KPNWE within 24 hours after the incident occurred.

KUWAIT PETROLEUM NORTH WEST EUROPE

DOCUMENT TITLE: Addition to the contract

DOCUMENT NUMBER: KPNWE.WI.11.HSCO.112

REVIEW NUMBER: 0

EFFECTIVE DATE: 03 Jan 2024

NEXT REVIEW DATE: 03 Jan 2027

..

CONFIDENTIALITY:

The information contained in this document is confidential to Kuwait Petroleum International Ltd. Copyright © Kuwait Petroleum International Ltd. Copying of this document in any format is not permitted without written permission from the management of Kuwait Petroleum International Ltd.

This document is reviewed and approved according to the released online Document Approval Flow

Prepared by: Operational Assistant An Cornelis

Reviewed by: Operational Assistant An Cornelis

Approved by: HSSE Coordinator Kiki Peeters

*Access rights: **Generally Accessible** ☒

Reviews Summary

Review date	Review reference	Review details	Review version
03 Jan 2024	--	Document issuance	0