HSE requirements to Contractors

Introduction
At A2SEA, safety is not just a priority, but a core value embraced by every employee and incorporated into our business processes.

Therefore, this document has been made in order to prepare our Contractors to act according to legal requirements as well as our requirements.

All requirements set out should be considered as minimum requirements and Clients on different projects may have additional requirements. Any additional Client requirements will be handed out to the Contractor.

Application
This requirement applies to all work containing a risk of personal injury during the commencement of the work.

Abbreviations

<table>
<thead>
<tr>
<th>Abbreviations</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALARP</td>
<td>As Low As Reasonably Practicable</td>
</tr>
<tr>
<td>CTV</td>
<td>Crew Transfer Vessel</td>
</tr>
<tr>
<td>HUET</td>
<td>Helicopter Underwater Escape Training</td>
</tr>
<tr>
<td>IMCA</td>
<td>International Marine Contractors Association</td>
</tr>
<tr>
<td>IMO</td>
<td>International Maritime Organisation</td>
</tr>
<tr>
<td>ISM</td>
<td>International Safety Management</td>
</tr>
<tr>
<td>MEWP</td>
<td>Mobile Elevated Work Platform</td>
</tr>
<tr>
<td>MLC</td>
<td>Maritime Labour Convention</td>
</tr>
<tr>
<td>PTW</td>
<td>Permit to Work</td>
</tr>
<tr>
<td>RAM</td>
<td>Risk Assessment Matrix</td>
</tr>
<tr>
<td>RAMS</td>
<td>Risk Assessment Method Statement</td>
</tr>
<tr>
<td>SIMOPs</td>
<td>Simultaneous Operations</td>
</tr>
<tr>
<td>TBT</td>
<td>Toolbox Talk</td>
</tr>
<tr>
<td>TP</td>
<td>Transition Piece</td>
</tr>
<tr>
<td>VP</td>
<td>Vice President</td>
</tr>
<tr>
<td>WTG</td>
<td>Wind Turbine Generator</td>
</tr>
</tbody>
</table>
Policies
Contractors must as a minimum comply with the content of the following A2SEA policies and Code of Conduct

- A2SEA HSEQ Policy
- A2SEA Drug and Alcohol Policy, incl. Rules of Conduct and Control
- A2SEA Code of Conduct for Business Partners

Scope of Work
It is important for Contractors to be aware of the scope of work set out for them in order to plan the work properly.

When the scope of work is known, a risk-based planning of the work can be properly approached. A risk-based approach is a way of approaching the work, where the potential of a risk determines the way a work process is executed.

The approach will also help the Contractor navigate through this document in terms of what training is needed, what to bring on site, who and when to contact, etc.

In addition to the requirements set out in this document, it is also important to know that there are special requirements, if the Contractor is providing the following services or work:

<table>
<thead>
<tr>
<th>Service area</th>
<th>Special requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire watch personnel</td>
<td>Must have received basic fire extinguisher training (min. 4 hours course)</td>
</tr>
<tr>
<td>Scaffolders</td>
<td>Must comply with the content of this document</td>
</tr>
<tr>
<td>Divers</td>
<td>Must comply with A2SEA’s Diving Standard</td>
</tr>
<tr>
<td>Shipyards</td>
<td>When our vessel(s) are on a shipyard, the shipyard’s rules apply instead – bridging must be made towards their procedures</td>
</tr>
<tr>
<td>Crewing agents</td>
<td>Must be audited at least once every 12 months by A2SEA</td>
</tr>
<tr>
<td>Providers of vessels</td>
<td>The Flag State of the vessel must be in IMO’s white list</td>
</tr>
<tr>
<td></td>
<td>The Vessel Owner must ensure that crew is able to speak, write and understand English</td>
</tr>
<tr>
<td></td>
<td>If not certified ISM and MLC, the Vessel Owner and vessel must work structured with the requirements in these standards – meaning maintaining a safety management system</td>
</tr>
<tr>
<td></td>
<td>Must not be listed as High Risk in Paris MoU Register</td>
</tr>
<tr>
<td></td>
<td>Must be able to show IMCA reports</td>
</tr>
</tbody>
</table>

Access to vessel - Training requirements
It is important to know whether the Contractor will be conducting work on board the vessel, while the vessel is either alongside or sailing, or if the work is commenced on site only.

It is important to state that the matrix below is only stating the requirements of A2SEA and not our Clients. Our Clients may have additional requirements, and these must be complied with as well when our vessels are working on their Projects. Furthermore, the requirements stated relates to safety solely.
A2SEA has divided the levels of access to our vessels into 4 categories

**Access alongside:** Means all (including visitors) accessing the onshore sites and the vessel while alongside in port. Access to the vessel when not alongside in port, is not allowed.

**Signing on and off alongside:** Means all (including visitors) signing on the vessel while being alongside in port, who will need to stay on board while the vessel is offshore, and signing off again when the vessel returns alongside in port.

**Transfer offshore – with CTV:** Means all (including visitors) accessing the vessel when it is offshore with a CTV via a TP. Work on TP’s is not allowed.

**Transfer offshore – with Helicopter:** Means all (including visitors) accessing the vessel when it is offshore with a Helicopter. Access to TP’s is not allowed – neither for transfer purposes.

### Minimum training requirements - Safety

<table>
<thead>
<tr>
<th>Access level</th>
<th>Site Induction</th>
<th>Vessel Induction</th>
<th>Medical Certificate</th>
<th>GWO Sea Survival</th>
<th>GWO Working at Heights</th>
<th>HUET</th>
<th>As per Client requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access alongside</td>
<td>X</td>
<td>(X)</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Signing on and off alongside</td>
<td>X</td>
<td>X</td>
<td>(X)</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Transfer offshore – with CTV</td>
<td>X</td>
<td>X</td>
<td>(X)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Transfer offshore – with Helicopter</td>
<td>X</td>
<td>X</td>
<td>(X)</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

Site Induction: May comprise both a Client project induction as well as one or more site specific inductions. Only mandatory, if entering a site area and not if the vessel is alongside in a port without site restrictions.

Vessel Induction: Will be a familiarisation of the vessel provided by the vessel crew.

Medical Certificate: Must comply with the Danish Maritime Authority Order no. 999. Of 12 August 2013 (Blå bog) in order to sign on a company vessel. If the vessel is foreign flagged, the medical certificate must meet the requirements set ou the flag state of the vessel – Ask your contact person for clarification.

GWO Sea Survival: Course provided by training/course providers accredited by GWO.

GWO Working at Heights: Course provided by training/course providers accredited by GWO.

HUET: Helicopter Underwater Escape Training is only mandatory, if transfer is to be conducted with a helicopter and must include CA-EBS.

As per Client requirements: Our Clients holds specific training requirements for the specific offshore wind farms and sites - Ask your contact person for clarification.
Minimum Medical and Training Requirements for Persons on board Danish Vessels

Persons who are going to stay on board overnight or who will be on board while the vessel is sailing, must additionally look at their profession and match the below training requirements, acc. to Danish Flag State Regulations (1).

<table>
<thead>
<tr>
<th>categorised by</th>
<th>Danish Medical</th>
<th>STCW BST</th>
<th>STCW BST or GWO BST or OPITO BOSIET</th>
<th>Shipboard Safety Familiarisation (2)</th>
<th>Shipboard Security Familiarisation (3)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Seafarers</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ship’s crew</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Painting and repair teams</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>Non-Seafarers</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Offshore specialists (4)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Journalists, researchers and similar groups of personnel</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Medical teams</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Maritime accident investigation teams</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

*The following categories of persons shall be considered non-seafarers if they only occasionally perform tasks on board or from ships for a shorter period of time*

- Company, operational and ship surveyors and other supernumerary company employees: X
- Super cargo and salvage surveyors: X
- Supernumerary workmen, sales consultants, equipment and service technicians and other repairmen solving a specific task, testers: X
- Surveyors, i.e. ship surveyors, operational surveyors and company surveyors who merely perform inspection tasks as well as surveyors from public authorities or classification societies: X

1. These are the minimum legal requirements on board Danish ships – additional Company (SMS), Client, Project or Site requirements may apply
2. STCW requirement according to SMS 6.301, 6.310, 6.311 and 6.310.A/B
3. STCW requirement according to SMS 6.301, 6.310, 6.311 and 6.310.A/B
4. Offshore specialists include: a) Wind turbine fitters, wind turbine repairmen and wind turbine technicians, including on day-time voyages, b) Surveyors and survey teams, c) ROV operators, d) Cable trenchers, e) Customer representatives, f) Marine warranty surveyors, g) Insurance representatives, h) Tow masters, i) Special positioning technicians and j) Divers
What to bring

A2SEA require that our Contractors bring the following with them when engaging work for us.

<table>
<thead>
<tr>
<th>Onshore</th>
<th>Offshore</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificates of Competency in original form</td>
<td>Certificates of Competency in original form</td>
</tr>
<tr>
<td>Identification</td>
<td>Passport</td>
</tr>
<tr>
<td>Certificates on equipment and tools</td>
<td>Certificates on equipment and tools</td>
</tr>
<tr>
<td>Personal Protective Equipment</td>
<td>Medical Certificates in original form</td>
</tr>
<tr>
<td></td>
<td>Personal Protective Equipment</td>
</tr>
<tr>
<td></td>
<td>Employment Contract in original form</td>
</tr>
</tbody>
</table>

Planning of the work – Safe System of Work

When planning the work, it is vital that the Contractor is aware that A2SEA has specific requirements for work processes involving hazards.

When working for A2SEA, we require a document package to be completed in order to be ready for the work. Not because the documents eliminate the hazards, but it enables a risk-based approach to the planning and conducting of the work.

The document package consists of:

- A Risk Assessment Method Statement (RAMS) – To be delivered for review in good time before arrival on site or vessel by the Contractor. It must be job/task specific considering the local working environment and the context the Contractor will be working in.
- A Permit to Work (PTW) – Will be issued on site or on board the vessel, by our Site Manager/Operational Safety Manager or Officer on watch. The Permit to Work enables the Site Manager or Officer to have a constant overview of ongoing operations/work to ensure it will not collide.
- A Toolbox Talk (TBT) – Must be conducted just before the job is to begin. All involved parties must participate and understand all aspects of the work. Proper instructions must be given and any doubts should be addressed.

This package is also known as our Safe System of Work.

Risk Assessment Method Statement

In A2SEA we assess and manage risks based on the ALARP principle by applying controls and barriers in accordance with the Hierarchy of Controls (Refer to section “Controls and Barriers” on the next page) and we require our Contractors and Suppliers to do the same.
The ALARP principle involves weighing a risk against the trouble, time and money needed to control it. For risk to be ALARP, it must be possible to demonstrate that the cost and efforts involved in reducing the risk further would be grossly disproportionate to the benefit gained.

Assessing the risk of a particular scenario should be done in sequence, i.e. first the potential consequence is estimated and only hereafter the likelihood of such consequence occurring is assigned.

Once the hazards have been identified, an initial risk assessment is made and existing controls and barriers are identified. With the existing controls and barriers in place the residual risk is assessed – such risk must be mitigated to ALARP by applying additional controls and barriers:

Risk Assessment

Risks shall be assessed from the following 4 aspects:

- People (health, safety and security)
- Environment (spills, emissions, noise, etc.)
- Assets (property / equipment damage, delay, etc.)
- Reputation (media, clients, public, etc.)

When assessing risks all 4 aspects must be considered.

Controls and Barriers

When applying additional controls and barriers, keep in mind the Hierarchy of Controls in terms of selecting the most effective controls and barriers:

Additional controls and barriers must be applied to mitigate the risks best possible – and as a minimum to the ALARP level.
HSE requirements to Contractors

Example of Generic Risk Assessment (Extract)

<table>
<thead>
<tr>
<th>ID</th>
<th>Activity</th>
<th>Hazard</th>
<th>Initial Risk Assessment</th>
<th>Revised Risk Assessment</th>
<th>Control/Barrier</th>
<th>Control/Barrier</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Working at Height</td>
<td>Fall from height</td>
<td>C 1</td>
<td>B</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Fall from height</td>
<td>Fall from height</td>
<td>C 1</td>
<td>B</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>Dropped objects</td>
<td>Dropped objects</td>
<td>C 1</td>
<td>B</td>
<td>3</td>
<td>1</td>
</tr>
</tbody>
</table>

Method Statement

A Risk Assessment must be supplemented by a Method Statement and together they form a "RAMS". A Method Statement may be a stand-alone document specific to the operation/task; however it may also be in the form of a reference to approved procedures, work instructions, forms and checklists in existing systems such as:

- Operational procedures, instructions, forms and checklists in a Safety Management System
- Operational procedures, instructions, forms and checklists in approved project documentation.
- Work instructions in a Planned Maintenance System
- Instructions and guidelines in equipment and system manuals

If used as (part of) a Method Statement, such references shall be detailed and documented to the end-user(s).

All Risk Assessments and Method Statements must be reviewed by the person ordering the work from the Contractor.

For further guidance with regards to preparation of a RAMS, kindly see the attached RAMS template.

Work related requirements

General

In A2SEA no work is commenced without a RAMS, a Permit to Work (if required) and a Toolbox Talk is completed and reviewed beforehand, at least.

Lifting Operations

In accordance with A2SEA's internal lifting procedures, all lifting operations must comply with the A2SEA Lifting Operations Manual.

A2SEA will supply competent crane operators. The competence of the A2SEA crane operators will be assessed and approved by the Appointed Person.
The A2SEA Lifting Supervisor is present on the vessel to protect the interests of A2SEA rather than being directly involved operationally. If the A2SEA Lifting Supervisor has concerns regarding health and safety for performed lifting operations, these concerns will be raised with the lifting team present on the vessel and a solution to improve working practices must be agreed.

**Working at Height**

A2SEA's Working at Height requirements applies:

- When there is a risk of a person falling from height (On board Danish Flagged Vessels this is defined as >2 m acc. to DMA Med. B Kap. II-4 / Regel 7)
- When there is a risk of a person falling
- When a person is working within 1 m of non-barricaded edge, or over open water
- When Contractors perform Work at Height on behalf of A2SEA on our vessels or sites

There is a simple hierarchy for managing and selecting equipment for work at height. Duty holders must:

- Avoid work at height whenever possible
- Use work equipment or other measures to prevent falls and dropped objects where Working at Height cannot be avoided
- Use work equipment or other measures to minimise the distance and consequences of a fall, where the risk of a fall and the risk of dropped objects cannot be eliminated

Before any task involving working at height is undertaken on the vessels, a suitable and sufficient risk assessment must be in place to ensure that all adequate control measures are in place to eliminate/reduce the risk of falls from height.

**Risk assessment**

The risk assessment must cover, but not be limited to, the following items:

**People:**

- Level of competency and experience of the persons involved in the activity
- Health condition of the persons involved in the activity
- Level of supervision needed for the activity
- Nature and duration of activity

**Environment:**

- Weather conditions / forecast and visibility
- On-going or planned work on levels below, around or over the work activity with possibility to affect the activity, such as SIMOPs or potential dropped objects
- Other persons passing in the areas below, around or over the work activity with possibility to be affected by the activity (SIMOPs or dropped objects)
• Means of access, egress and escape / evacuation
• The distance between the work location and the ground level

Tools and Equipment:
• Suitability of equipment being used and its condition and certification
• The use of MEWPs, Ladders and Scaffolds
• If the use of fall-arrest system is required, or netting
• Personal Protective Equipment, including harnesses, fall arrestors and helmets
• Securing of tools and equipment (to prevent dropped objects)
• Temporary securing of equipment (e.g. if dismantling anything when at Height)
• The need for lock-out / tag-out (energised) equipment in the vicinity of the work area (such as cranes, ariels / antennas etc.)

Planning
For all persons participating in Working at Height, all pockets must be emptied for unnecessary loose items.

The use of barriers and signs (to cordon off areas in the vicinity / below) should also be a part of the planning

If Mobile Elevated Working Platforms (MEWPs) are required, the safe system of work for operating the equipment will be incorporated in the lifting plan. All use of MEWP’s require thorough instruction, however in some countries this requires a certificate in order to operate.

Control of Substances Hazardous to Health (COSHH)
COSHH refers to a set of health and safety regulations covering the Control of Substances Hazardous to Health.

All chemical and substances on board the vessel and in operational use will have a Safety Data Sheet (SDS) and a suitable and sufficient risk assessment for the use of the product. The COSHH Assessments will identify safe use and storage of the chemicals/substances, which will be implemented.

The COSHH Assessments will be available at all times for the user to ensure that safe working practices are implemented.

A COSHH Register will be available and maintained on board each vessel.

Emergency preparedness
A2SEA shall have a Safety Arrangement Plan based on the general arrangement of the vessel and the site showing the positions of fire hydrants, fire extinguishers, safety equipment, usable toilets, muster points and escape routes. The Safety Arrangement Plan, which should be displayed in prominent areas, is to be updated promptly should changes occur to the arrangements.

Emergency response details will be given during Site Inductions.
The Contractor must familiarise himself with and understand these emergency arrangements and the Safety Arrangement Plan.

Arrival on site

Site inductions

Upon arrival, persons must report to the Site Office. Here, the Site inductions and directions will be given. All coordination of work will go through the Site Office. If there is no appointed site area, the vessel will coordinate.

The Operational Safety Manager or Site Manager will then proceed with the Site induction, helmet sticker will be issued to clarify that the person(s) have received the Site induction. The Site induction is required for all entering the Site.

In addition to this, our Client may also have a mandatory Site induction for all entering the Site. This can also be in a form of an online induction which needs to be completed before arrival on site.

If the work is being conducted alongside a quay without an appointed site area, the vessel will act as site and give a vessel induction.

Reporting

All Contractors are obligated to report any accidents, incidents, near-misses, non-conformities, observations or situations holding potential to become one of the listed items.

This is done by reporting to the work supervisor immediately.

Remember reporting does not solve anything here and now – therefore actions must be taken.

All man-hours used for the work must be reported to the Site Manager or vessel.

Inspections

A2SEA is being audited and inspected by authorities, Clients and classification societies on a regular basis. We also perform audits and inspections internally.

Contractors should therefore be prepared for audits and inspections.