 A CALDER GROUP COMPANY	<b>Supplier and Contractor QHSE Requirements</b>		
	<b>SOP-235</b>	<b>Process Owner</b>	<b>Keith Hudson</b>

# Supplier and Contractor QHSE Requirements

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**Status: OFFICIAL**

### Approval Log

	<b>Originator</b>	<b>Checked By</b>	<b>Approved By</b>
<b>Name</b>	Keith Hudson	Anita Woods	Keith Hudson
<b>Signature</b>	On File	On File	On File
<b>Date</b>	11/08/2017		

### Change History Log

<b>Change #</b>	<b>Revision</b>	<b>Brief Description of Change</b>	<b>Issue Date</b>
	1	Initial release - replaced PROC-036	11/01/2018
DCR005	2	Section 13.8 change to incorporate doc requirements	22/01/2018
DCR029	3	Introduction to FOD awareness	03/05/2018
DCR044	4	Section 10 'Slavery and Human Trafficking' added	20/07/2018
	5	Section 14.8 updated to state signed copies of material certs	29/07/2019
	6	Section 14.6 has been updated to include Supplier requirement for Lot segregation / traceability	04/11/2019
	7	Changes in line with LRQA 2001BGK04 audit finding	14/02/2020

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## 1 PURPOSE

The purpose of this document is to provide consistent guidelines for the Quality, health, safety and environmental performance of service or service-related product provided by contractors and suppliers to Helander Precision Engineering Limited (HPE)

## 2 SCOPE

This standard has been divided into two sections;

SECTION A – Applicable to suppliers of product, services or special processes.

SECTION B – Applicable to contractors who provided a service on property or facilities owned or leased by HPE.

This Standard does not relieve or supplant the responsibility of suppliers or contractors to develop and implement comprehensive QHS&E programmes. The Standard does not supersede contractual requirements and where a specific Quality or HSE plan exists, further requirements may be described. Suppliers and contractors shall comply with all applicable UK and Local legislative requirements, as well as industry standards.

Suppliers will use competent personnel to complete the activities required to meet Helander requirements.

## 3 DEFINITIONS

The use of SHALL, SHOULD, MUST, WILL and MAY within this document shall observe the following:

The word **SHALL** denotes a mandatory requirement. Any departure is not permissible without formal agreement.

The word **SHOULD** denotes a recommendation or advice and is expected to be followed unless good reasons are stated for not doing so.

The word **MUST** is used for legislative or regulatory requirements (e.g. Health & Safety) and shall be complied with.

The word **WILL** denotes provision, service or an intention in connection with a requirement of this document.

The word **MAY** denotes a permissible practice or action. It does not express requirement of the document.

Competent Person – A person who is suitably qualified to perform a task or activity based on education, training and experience.

## 4 REFERENCES

HPE – Helander Precision Engineering Limited


AS9100 - Quality Management Systems - Requirements for Aviation, Space and Defense Organizations

ISO 9001 - Quality Management Systems

ISO 14001 – Environmental Management Systems

ISO 45001 – Occupational Health and Safety Management Systems

ISO 29001 – Petroleum, Petrochemical and Natural Gas industry – sector specific Quality Management System

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## 5 APPLICABILITY

Any queries regarding the purchase order, drawing, specification or this document must be addressed to the HPE contacts named on the purchase order.

## 6 SUB-TIER CONTROL

The supplier shall be responsible for flow down of all the requirements and provision of the HPE purchase order applicable to the supplier's sub-contractors. Additionally, the supplier shall comply with special process requirements when imposed.

## 7 RIGHT OF FACILITY ACCESS

HPE on behalf of its customers reserve the right to access all areas of the supplier's facilities at all levels of the supply chain related to the purchase order. Rights of access extend to legal and regulatory authorities and HPE customers. In cooperation with the supplier, this right of access is extended to the sub-tier suppliers

## 8 COMPLIANCE

It is the responsibility of the supplier to understand and comply with the requirements of this procedure and that they are communicated to all relevant employees.

Upon acceptance of the purchase order and associated documentation the supplier agrees conformance to this procedure.

## 9 SECURITY REQUIREMENTS

If the supplier is to be issued with classified documented information (drawings, standards, etc.) they will be required to complete a Security Aspect Letter (SAL) which enacts the UK Government Security Classification requirements. This may include but not limited to:

- Maintaining records of classified information held
- Maintaining records of classified information destroyed or returned to HPE
- Security screening of staff using classified information
- Transmission and use if IT
- Protection of classified information
- Restricted use of electronic devices capable of data storage

## 10 SLAVERY AND HUMAN TRAFFICKING


Slavery and Human Trafficking remains a hidden blight on our global society. We all have a responsibility to be alert to the risks, however small, in our business and in the wider supply chain.

Helander is committed to ensuring that there is no modern slavery or human trafficking in our supply chains or in any part of our business.

We are committed to acting ethically and with integrity in all our business relationships and taking reasonable steps to ensure slavery and human trafficking are not taking place in any business or organization that has any sort of a business relationship with our Company.

Helander has a zero tolerance to slavery and human trafficking. We expect all those in our supply chain and contractors to comply with our values.

Our supply chain providers are required to have suitable anti-slavery and human trafficking policies and processes.

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## SECTION A

### 11 QUALITY REQUIREMENTS

A supplier must be able to demonstrate its ability to consistently provide product that meets customer and applicable statutory and regulatory requirements. In order to achieve this, it must as a minimum have a Quality Management System that addresses the following;

1. Control of Documents
2. Control of Records
3. Internal Audits
4. Control of Non-Conforming products
5. Corrective and preventative Actions
6. Product realization

Certification to AS9100D or ISO 9001 is desirable. However, if a supplier does not have certification, it must have a documented management system that meet the requirements of the Standard.

### 12 ENVIRONMENTAL REQUIREMENTS

Helander Precision Engineering Limited is committed to ensure that suppliers and contractors actively participate in minimizing the environmental impact of their operations by identifying the aspects of their business that can interact with the environment. These include but are not limited to;

1. Manufacturing processes
2. Packaging and transportation
3. Waste management

Emergency preparedness and response plans must be established that identify potential accidents or incidents that can have an impact on the environment and how these are responded too.


Certification to ISO 14001 is desirable. However, if a supplier does not have certification, it must have a documented management system in place to ensure compliance to legal / statutory regulations.

### 13 HEALTH and SAFETY REQUIREMENTS

Helander Precision Engineering Limited is committed to ensure that suppliers and contractors actively participate in minimizing the risk to its employees by effective hazard identification, risk assessment and determining controls

Manufacturers of machinery must ensure that equipment supplied to Helander Precision Engineering Limited meets EC 'essential safety requirements' and bears the CE mark

Certification to OHSAS 45001 is desirable. However, if a supplier does not have certification, it must have a documented management system in place to ensure compliance to legal / statutory regulations.

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### 13.1 Control of Substances Hazardous to Health & REACH

All substances shall be REACH compliant. Any substances used in the product or associated processes that listed as 'Sunset' shall be notified to the Buyer as soon as this is known. It should not be automatically accepted that the recommended substitutes are fit for purpose and must be verified as fit for purpose prior to being introduced.

Any substances that are identified as hazardous to health shall be suitably identified, assessed, stored and handled in accordance with legislation requirements. The supplier shall provide a material data sheet and a REACH compliant statement with any other information needed to enable Helander Precision Engineering Limited to conduct a risk assessment.

## 14 ADDITIONAL REQUIREMENT

A supplier shall meet the requirements of paragraphs 13.1 through 13.12 inclusive that are applicable to the nature of work being carried out. Suppliers must retain objective evidence of compliance to the requirements. Suppliers may only deviate from the requirements with written authorization by Helander Precision Engineering Limited.

### 14.1 Quality Planning

HPE may require the supplier to develop and maintain Quality Control Plans (QCP's) for specific part numbers, part types or processes.

HPE may request relevant process information for integration into Lifetime Quality Records as requested by HPE customers.

### 14.2 Key Characteristics

For parts that have certain parameters classed as key characteristics, the supplier shall employ statistical process control techniques during processing to ensure that the process producing the characteristic is statistically capable, monitored and is under control.

The supplier shall be notified via the purchase order.

NOTE - All statistical sampling plans must be industry recognized and Helander Quality advised prior to use

### 14.3 Process Capability

A comparison of process performance with product specification requirements that is made over an extended period when the process is in a state of statistical control.


Capability Indices

$C_p = \frac{\text{Specified Tolerance}}{\text{Process Spread}}$

Where:

Process Spread = 6 x Standard Deviation

$C_p$  = A Capability Index, a measure of the spread of the process in terms of specification.

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#### 14.4 Materials

The supplier shall ensure that all materials procured and used, comply with the requirements of both the drawing and the Helander purchase order.

Traceability to the material must be provided in the C of C and form part of the documentation pack as detailed in 14.12

IMPORTANT – When specified by purchase order ensure the use of customer designated or approved external providers, including process sources (e.g., special processes);

#### 14.5 Process Control

##### Manufacturing Processes

The supplier shall ensure that they have the necessary processes in operation, that are capable and controlled to meet the requirements of the purchase order. Where processes are considered to be out of control the requirements of section 14.8 shall apply.

Where specified by contract any process deemed to be categorised as “special” (as marked on the drawing or purchase order) these processes shall be approved by Helander in conjunction with relevant customers prior to any work being performed.

No work shall commence without prior approval

##### Manufacturing Process Changes

No changes to manufacturing processes shall be made without the prior approval and permission of Helander QA department. Furthermore, any deviations from drawing and specification requirements will require a concession or production permit in accordance with the requirements of this document.


Corrections to work instructions or documents must be legible, recorded, dated and traceable to the originator (e.g., signature, stamp, etc.) in ink or other permanent marking method with the original data being legible and retrievable after the change.

#### 14.6 Quality Control Plan

A document specifying the required steps, processes, procedures and resources required to ensure compliance to product requirements. These may include, but not limited to:

- Standards and Specifications
- Production scheduling
- Hold points
- Fixed processes
- Supplier management
- Traceability
- Equipment maintenance and calibration
- Non-conformance management
- Packaging and shipping



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#### 14.7 First Article Inspection

First Article Inspection (FAI) is required on all components or assemblies manufactured for the first time by a supplier. In the case of assemblies, all lower levels sub-assemblies and piece parts must receive a FAI.

FAI is not required for proprietary / catalogue items or for tooling unless otherwise specified on the Purchase Order

A supplier must complete a First Article Inspection Report (FAIR). The report must contain measurable results that verify 100% inspection / check of all dimensions, geometric tolerances, surface finishes and parameter contained within the drawing and associated specifications. Where measurable data is available this is to be recorded. Examples are plating thickness, paint thickness, shot-peen arc height etc. A copy of the drawing should accompany the FAIR with each dimension clearly numbered to a corresponding number on the FAIR or alternatively the drawing grid references can be used. Identification of the FAIR component must be evident.

BS/EN9102-2006 provides practical guidance for F.A.I reporting as a minimum acceptable standard.

#### 14.8 Product Non-Conformities identified by the Supplier

Non-conforming parts or assemblies must not be used or submitted to Helander Precision Engineering Limited unless authorized by a concession.

Non-conforming material, castings or forgings must not be salvaged, repaired, reworked or reclaimed unless authorized by a concession.

The supplier must inform the Helander Precision Engineering Limited contact in writing when they become aware of non-conformities that could be present on delivered items.

#### 14.9 Production Permit/Concessions


##### Concession

Authorization to deviate from the drawing or specification after the deviation has occurred may only be granted in advance of delivery using the supplier Production Permit/Concession request form (FORM-156). The relevant form must be completed in full and provide clear details of the corrective actions before a concession is granted.

##### Production Permit

Authorization to deviate from the drawing or specification before the deviation has occurred may only be granted in advance of delivery using the supplier Production Permit/Concession request form (FORM-156). The relevant form must be completed in full and provide clear details of the corrective actions before a concession is granted.

Items that have been accepted under a production permit/concession must be clearly identified and all accompanying paperwork must have the relevant NCR (Production Permit/Concession) number clearly evident.

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#### 14.10 Packaging and Preservation

It is the supplier's responsibility to pack product in a manner that will ensure that Lot segregation and traceability are maintained, the delivery is free from damage (i.e. no metal to metal contact), corrosion or other forms of deterioration and where required be static free.

The gross weight shall be clearly marked when in excess of 24kg. If the weight is off centre, the heaviest end shall be identified.

Packaging should be appropriate for safe handling and fit for purpose. API threads must be protected with an appropriate thread protector.

Suppliers shall place the components in its container so that the part/product marking is visible from the top (or main opening of the container).

Should a part or product require re-packaging, the same requirements apply.

If upon receipt the packaging is found to be non-compliant, the situation may be considered non-conformant and handling in the same manner as any other non-conformance. The shipment may be returned to the supplier for correction. All transport costs and /or subsequent costs that may be incurred will be agreed upon by the supplier and HPE at the time.


#### 14.11 Stacking Items on Pallets

Large parts and shipments may be stacked on pallets for ease of transportation. Parts capable of moving or shifting on pallets shall be strapped to the pallet to secure them in place. Pallets shall be securely stacked to minimize the risk of product damage and maximize load stability.

Package contents need to be clearly identified on outer packaging.

#### 14.12 Documentation

1. Deliveries of raw materials must be accompanied by:
  - A signed copy of the C of C
  - Material Certificates - Mill Certificates to be verified as true copies (wet stamped)
  - Delivery Note
  - Any other certification that provides traceability
  
2. Deliveries of Sub con processes must be accompanied by:
  - Serialized C of C detailing process(es) provided
  - Drawing Number and issue (revision)
  - Part Number if different from Drawing Number
  - Part Description
  - Serial number (if applicable)
  - Quantity shipped
  - Helander Work Order / Op number
  - Purchase Order numbers

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- If manufactured from Internal sourced material the supplier must also provide Material Certificates - Mill Certificates to be verified as true copies (wet stamped)
3. For limited life products the C of C, containers and packages must show shelf life and expiry date limitations.
  4. Suppliers of seals and rubber goods shall ensure that there is at least 80% of the applicable shelf life remaining.

### 14.13 Quality Records

All certified design & manufacturing records of products supplied to Helander shall be permanently retained, easily retrievable & legible. Liquid Paper is prohibited to be used on records. Records can only be disposed of when authorized in writing by Helander.

Examples of Records include:

- Evidence of Goods-Inwards Inspection / Verification
- Raw Material Certifications
- Traceability of Purchased Materials throughout Manufacture
- Manufacturing Route Cards
- Evidence of Process Control
- Calibration Records
- Evidence of Stage / Final Inspection & Product Conformance
- Test Results – where applicable
- All FAI, Manufacturing, Inspection, test, CofC and shipping.
- Process capability or tooling control if applicable.
- All non-conforming material, dispositions, assignable causes, corrective actions and effectiveness of corrective actions.
- Forward records to Ultra upon request

Where specified by the purchase order, records shall be made available for review by Helanders Customers & Regulatory Authorities as appropriate.


### 14.14 Quality Audits

Representatives of Helander Precision Engineering Limited shall be granted access to the supplier, and its lower tier suppliers and subcontractor premises. Such representatives shall have the right to audit against appropriate standards and be able to witness tests and inspections where appropriate.

### 14.15 Critical Safety Item (CSI)

A CSI, sometimes referred as a flight Safety Part, is any part, assembly or installation containing a critical characteristic whose failure, malfunction, or absence could cause loss of or serious damage to the aircraft, and/or serious injury or death to the occupants. The engineering drawing and associated technical data will clearly identify that the item is CSI and will identify the critical characteristics, critical processes, inspections and other quality assurance requirements.

The supplier and its sub-tier(s) that perform work on CSI shall provide 'Each Shipment Inspection Records' which include the suppliers name, HPE purchase order number, part

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number, part revision, lot number, serial number (if applicable), lot size and inspection sample size for the part or assembly. The inspection records shall list all the critical characteristic/dimensions included on each drawing or as identified on the purchase order.

- Critical characteristics shall be inspected 100% and documented for the full unit population. Acceptance on inspection records shall be denoted by inspection stamps
- If any Non-Destructive Testing is conducted on critical parts, a result summary for the evaluation shall be supplied and approval certificate of the person conducting the evaluation shall be provided to HPE.
- Any deviation from design data shall be clearly accounted for and documented as outlined in section 13.3.

#### 14.16 Counterfeit Articles

The supplier shall implement an appropriate strategy to ensure that articles delivered to HPE are not counterfeit. The supplier’s strategy shall include, but not limited to the direct procurement of articles from OEMs or authorized suppliers, conducting approved testing or inspection to ensure their authenticity; and when articles are to be procured from non-authorized suppliers, obtaining from such non-authorized suppliers appropriate certificate of Conformance that provide one or more of the following:

- The OEM’s original Certificate of Conformance of the article
- Sufficient records providing unbroken supply chain traceability to the OEM
- Tests and inspection records demonstrating the article authenticity

Counterfeit articles delivered to HPE are deemed nonconforming. If the supplier becomes aware or suspects that it has delivered counterfeit articles to HPE, the supplier shall promptly notify HPE and replace at the supplier’s expense.

The supplier bears responsibility for procuring authentic articles from its subcontractors and shall ensure that such subcontractors comply with these requirements.

#### 14.17 Suppliers outside of the UK

##### Non-European Union Suppliers


Suppliers must provide Purchasing with a copy of the Commercial Invoice and packing list prior to shipping to obtain permission to ship. The minimum information required on these documents is;

CI – values, quantities, freight cost, net weight and gross weight, HTS codes and UK HTS codes

PL – part numbers, quantities, serial number if applicable

##### EU Suppliers

Suppliers must advise Purchasing of shipment and include the following information; Part numbers, quantities, values and net weight by part number. The weight by part number is required for intrastate returns.

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#### 14.18 Work Environment/FOD

Helander Precision Engineering Limited encourage the implementation of FOD systems in line with NAS412

In order to provide provision for the prevention, detection and removal of foreign objects and debris, the supplier shall ensure all work areas are controlled and maintained.

The procedure established by the supplier ensures the standard of FOD prevention activities to ensure the integrity of components delivered to our Customers.

Most FOD can be attributed to poor housekeeping, facilities deterioration, improper maintenance or careless assembly and inadequate operational practices. By identifying potential problems, correcting negative factors, providing training and raising awareness through communication and access to industry feedback. With the adoption of procedure and the resulting continuous improvement, our products can be assured to be robust.


The objective of any FOD Prevention Process is to promote Product Safety and preserve private and national assets.

The Condition where foreign object debris may cause damage/or failure should the product be put into use. Examples are:

- Metal or wire clippings, solder balls and debris lying in the vicinity of electrical terminals, circuitry, connectors, components, etc.
- Construction debris
- Contaminated or dirty service equipment such as funnels, hydraulic test stand connectors, grease gun nozzles etc.
- Improperly installed or secured operational or test equipment
- Fluid leaks.

#### 14.19 Test Specimens

Where identified on the purchase order, the supplier will provide test specimens for design approval, inspection/verification, investigation or auditing.

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## SECTION B


### **15 RESPONSIBILITIES OF CONTRACTORS AND THEIR EMPLOYEES**

#### **15.1 Contractor's responsibilities include:**

- Exercising the right to safely discontinue work, at any time, if the work cannot be performed safely.
- Training all of contractor employees and subcontractor employees in accordance with applicable regulatory and industry HS&E standards, including applicable Helander Precision Engineering Limited job-specific procedures and requirements.
- Verifying that all relevant risk assessments, MSDS and legal / operational requirements have been reviewed and copies submitted to Helander Precision Engineering Limited QHSSE department for approval prior to commencement of work.
- Verifying that all contractor employees and subcontractor employees are properly trained to perform assigned job duties.
- Verifying that applicable Personal Protective Equipment is provided for and used by all contractor employees and subcontractor employees while on property or at facilities owned or leased by Helander Precision Engineering Limited.
- Reporting to Helander Precision Engineering Limited QHSSE department ALL incidents that occur on property or at facilities owned or leased by Helander Precision Engineering Limited, including all injuries, illnesses, releases to the environment, vehicle accidents, thefts, acts of vandalism, property damage, near misses and hazardous situations as soon as possible, but no later than within 24 hours.
- The contractor should carry out investigations into any incidents which occur and submit the findings to the Helander Precision Engineering Limited QHSSE department. The contractors will also cooperate with Helander Precision Engineering Limited should they wish to jointly investigate the incident.

#### **15.2 Contractor employee(s) responsibilities include:**

- Being thoroughly familiar with and having a clear understanding of the requirements and all applicable regulatory and industry HS&E standards, including applicable Helander Precision Engineering Limited job-specific procedures and requirements.
- Maintaining a high level of safety awareness while performing work activities.
- Reporting to your supervisor ALL incidents that occur on property or at facilities owned or leased by Helander Precision Engineering Limited, including all injuries, illnesses, releases to the environment, vehicle accidents, thefts, acts of vandalism, property damage, near misses and hazardous situations as soon as possible, but no later than within 24 hours.

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## 16 COMMUNITY RELATIONS

Contractors shall conduct themselves in a manner that respects the rights of the surrounding community. Community relations are critical to Helander Precision Engineering Limited’s success. The contractor and Helander Precision Engineering Limited, where appropriate, shall work together to support this activity. All such activities shall be coordinated through the designated Helander Precision Engineering Limited representative.

## 17 DRUGS AND ALCOHOL

As used herein, “premises” includes any land, property, buildings, structures, equipment, facilities and means of transportation used in providing services for Helander Precision Engineering Limited or located on property owned or leased by Helander Precision Engineering Limited.

Helander Precision Engineering Limited reserves the right to remove immediately and possibly permanently bar from their premises, anyone they reasonably suspect of being under the influence of drugs or alcohol.

It is each person’s responsibility to notify their supervisor, prior to performing any work activity, when taking any medication or substance that may adversely affect their ability to perform the essential functions of the job.

Contractors shall ensure that their subcontractors, who visit the premises, are aware of and comply with the requirements above.


## 18 ELECTRICAL SAFETY

The following safety precautions shall be followed by the contractor or subcontractor when working with or around electrical equipment within their control.

- Only qualified and authorized persons (i.e., those persons trained in accordance with applicable electrical safety standards) shall work on electrical equipment and devices.
- All installations shall conform to applicable electrical safety standards, applicable electrical codes and industry standards
- All portable electrical equipment must have evidence of Portable Appliance Testing in line with legislative requirements
- All electrical equipment shall be properly grounded and in good working condition.
- Residual Current Detectors (RCD) shall be used with all portable electric tools.

## 19 EMERGENCY RESPONSE

- Helander Precision Engineering Limited has site-specific response procedures for handling emergencies which could occur on the job site. An emergency is defined as any event capable of causing death, serious injury, property damage or environmental contamination.
- Helander Precision Engineering Limited will provide training for its employees and contractors in emergency response procedures as required.
- All contractors shall learn and follow emergency response procedures and, where appropriate, may be required to develop an emergency response plan.

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## 20 ENVIRONMENTAL PROTECTION

- Comply with all applicable regulations related to the protection or conservation of the air, land, water or other aspects of the environment.
- Comply with Helander Precision Engineering Limited’s Environmental Impact Assessments.
- Immediately report any spill, discharge, release or migration of a substance (of any quantity to air, land or water, which threatens environmental damage or poses a threat to health) to the Helander Precision Engineering Limited QHSSE department. The contractor shall be responsible for reporting to the appropriate agencies and cleaning-up all spills, discharges or releases resulting from their operations on property or at a facility owned or leased by Helander Precision Engineering Limited. The disposal of wastes resulting from spills, discharges or releases caused by the contractor shall be the responsibility of the contractor.
- Waste shall be placed in appropriately labelled and covered containers. Disposal of contractor-generated waste is the responsibility of the contractor and shall be done in compliance with all applicable regulations.
- Contractors involved in an emergency response and/or the clean-up of an oil or hazardous substance spill shall have the appropriate level of training to meet applicable regulatory standards.

## 21 HAZARDOUS MATERIALS AND WORK AREA HAZARDS

- Contractors shall notify a Helander Precision Engineering Limited QHSSE department before bringing any hazardous materials on site and shall provide the Safety Data Sheet (“SDS”) for each such item upon request.
- Contractors shall provide employees and subcontractor employees with appropriate training regarding hazard assessments, storage & handling procedures, personal protective equipment, physical characteristics and correct clean-up and disposal procedures for each chemical or product which they may come in contact with during the course of their work activity.
- Proof of training shall be made available to Helander Precision Engineering Limited upon request. At a minimum, this proof shall include employee name, employee identification number (where applicable), brief description of training, signatures of employees in attendance, company name, date, duration or training, and instructor’s signature.
- All chemical containers shall be identified with the labels both visible and legible.
- Contractor shall inform its employees and subcontractor employees of the various hazards that may be present in work areas, including explosive flammable and/or toxic liquids, gases or other materials and substances or equipment at extreme temperatures and pressures, and shall use extreme caution in the presence of such hazards. Helander Precision Engineering Limited shall advise of any additional hazards in a work area through signage or training. Helander Precision Engineering Limited shall make the SDS of any of its materials available upon request.
- Materials will be stored in accordance with the manufacturers information as identified on the SDS and incompatible materials shall not be stored together (e.g. acids and caustics).



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## 22 HOUSEKEEPING

- Materials shall be stored only in designated areas in properly labelled containers with labels both visible and legible.
- Areas shall be kept clear around safety-related equipment (e.g., fuse boxes, electrical switch panels, fire extinguishers, and other fire appliances) to allow safe access in case of an emergency.
- Tools, fixtures and all other equipment shall be maintained in good condition and kept in the correct place when not in use.
- Indoor aisles, exits and work areas shall be clearly defined and kept free of material and hazardous obstructions.
- All stored materials stacked in tiers shall be stacked, blocked, interlocked, and limited in height so that it is secure against sliding or collapse.
- At the end of each workday or when the job is completed, the work area shall be left in a clean and orderly condition.

## 23 LOCK OUT TAG OUT

Lock/Out and Tag/Out procedures are designed to prevent personal injury and property damage due to the start-up of electrically-driven or other types of machinery and equipment which is under repair or upon which maintenance is being performed.

When electrically-driven or other types of machinery and equipment are to be maintained or repaired, it is the responsibility of the person performing the work to:

Notify the person in charge of the machinery or equipment.


Survey the work area and study the system to identify all sources of stored energy and verify that such equipment can be locked out or secured. Request assistance from the person in charge of the facility if needed.

De-energize the equipment power supply at the source (e.g., breaker, block and bleed, neutral position) and verify that the equipment shall remain de-energized by testing the start/stop control before work begins. If more than one person is working on any piece of equipment, then each person shall attach a lock to a multiple lock clasp, or a lock box system shall be utilized.

A Lock/Out tag shall accompany each locked out breaker or disconnected line. Tags shall be signed, dated and include an explanation of why the equipment is locked out.

Each contractor and/or Helander Precision Engineering Limited lock will remain intact until that portion of the job is completed. Upon completion of the job, the person(s) performing the work shall inspect the area to provide a safe start-up prior to removing a lock or tag. No one is permitted to remove another person's lock except as stated in the following paragraph.

If a person is unavailable for an extended period of time and that person's lock is ready for removal, the person in charge of the facility or a designated alternate can remove the lock; however, the area must be inspected to determine if the work is complete and to verify that equipment start-up is safe.

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## 24 MATERIAL HANDLING

Only trained and authorized personnel shall be permitted to operate lifting devices or to perform rigging operations. A LOLER assessment should be carried out for all lifting operations and this should be made available on request to the Helander Precision Engineering Limited QHSSE department.

## 25 PERSONAL PROTECTIVE EQUIPMENT

Contractors shall perform Risk assessments for their activities and work areas to properly select personal protective equipment. The assessments shall comply with applicable regulations, but be at least as protective as the Helander Precision Engineering Limited minimum requirements outlined below.

- Safety footwear
- Safety glasses
- High visibility jackets if working in production or warehouse areas
- Hard hats as directed by the QHSSE department

## 26 SCAFFOLDING AND LADDERS

### Scaffolding


- Scaffolding shall be designed by a qualified person and shall be constructed and loaded in accordance with the design and applicable safety standards.
- No scaffolding shall be erected, moved, dismantled or altered except under the direct supervision of a Competent Person.
- No work shall be performed from a scaffold until it has been inspected and approved by a Competent Person.
- Scaffolding shall be inspected and approved daily or after adverse weather conditions.

### Portable Ladders

- Ladders should be checked visually prior to use.
- Ladders shall also be inspected following any occurrence which may cause damage to the ladder (e.g. being dropped).
- Do not use defective ladders. Any ladder having damage affecting its safe use shall immediately have a warning sign affixed to it with wording to the effect of "Danger – Do Not Use". If repair is not possible, then the ladder shall be destroyed and discarded. Make-shift repairs to ladders are not permitted.

## 27 SMOKING

There shall be no smoking allowed on any property or at any facility owned or leased by Helander Precision Engineering Limited except where a specific area has been established and posted for smoking.

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## 28 PERMIT TO WORK


Where required work permits shall be obtained prior to the start of the job. These permits shall be issued by the Helander Precision Engineering Limited QHSSE department or the appropriate authority that is authorized to issue work permits.

Isolation permits may be required when carrying out, but not limited to, the following tasks/activities as determined by the QHSSE department:

- Electrical
- Natural gas
- Local Exhaust Ventilation (LEV)
- Lifts
- Cranes

When carrying out the following activities a permit is required to be obtained from the QHSSE department:

- Working in confined spaces
- Hot work
- Working at height

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**Supplier / Contractor Receipt**

You must acknowledge receipt of this procedure by completing the section below and returning the receipt with 14 days by E-mail to the Helander purchasing department. Please destroy previous copies of this procedure.

Supplier / Contractor company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Date : \_\_\_\_\_