
 Jan De Nul G R O U P		FORM
	QHSSE RULES FOR SHIPYARDS AND FABRICATION YARDS	JDN.SF.04.05.D.e REVISION 02

SCOPE

- 1.1 Reference is made to the legal agreement between Jan De Nul Group or one of its companies hereafter referred to as “Jan De Nul Group”, and the other party hereinafter referred to as “Shipyard / Fabrication Yard” in relation to the work activities or services that have been agreed.
- 1.2 A Shipyard / Fabrication Yard is a party that undertakes a legal agreement with Jan De Nul Group to provide a scope of work. If there are no Principal’s requirements, the following rules are applicable. If the Principal’s requirements apply to the scope of the work, then the Subcontractor QHSSE Rules version should be used.
- 1.3 The Quality, Health, Safety, Security & Environment (QHSSE) rules for Shipyard / Fabrication Yards as specified below apply to all work activities and services performed by the Shipyard / Fabrication Yard, including all outsourced work activities and services, in relation to the legal agreement between Jan De Nul Group and the Shipyard / Fabrication Yard.
- 1.4 The QHSSE rules for Shipyard / Fabrication Yards as specified below apply to all work activities and services performed by the Shipyard / Fabrication Yard, including all outsourced work activities and services on:
 - Jan De Nul Group premises (whether owned, rented or chartered) such as vessels, temporary storage areas, containers, etc.; or
 - All Shipyard / Fabrication Yard premises (whether owned, rented or chartered), such as yards, workshops, etc., including all areas where personnel working for or on behalf of Jan De Nul Group carry out working activities, including access and travel areas to the work site.
- 1.5 It is the Shipyard / Fabrication Yard’s obligation to undertake any action, which may be necessary or required to establish and maintain the quality standards and safe working conditions at the worksite. The Shipyard / Fabrication Yard shall be responsible for the coordination of all QHSSE matters for the whole of the activities performed, including all outsourced work or services, without compromising the QHSSE Rules for Shipyard / Fabrication Yards as specified below. The requirements as specified below are considered as the minimum requirements. The most stringent requirements shall be applied when deemed necessary.
- 1.6 Shipyard / Fabrication Yard employees include all personnel that carry out work of any kind for or on behalf of the Shipyard / Fabrication Yard. This includes but may not be limited to subcontractors of the Shipyard / Fabrication Yard, suppliers, vendors, etc.

ORGANISATION OF QHSSE MATTERS

- 2.1 All QHSSE related communication and documentation shall be available in a language as agreed with Jan De Nul Group.
- 2.2 The Shipyard / Fabrication Yard shall be fully responsible for compliance with all relevant local, national and international laws, regulations, standards or codes of practice and the QHSSE Rules for Shipyard / Fabrication Yards outlined in this document. The Shipyard / Fabrication Yard may apply more strict measures. In the event that the Shipyard / Fabrication Yard, including any of its employees or subcontractor’s personnel fail to comply with any obligation outlined in these QHSSE Rules for Shipyard / Fabrication Yards at the worksite, then Jan De Nul Group has the right to suspend the work until the situation has been rectified. This may include removal of personnel from the site. Any delay consequently sustained for the scope of the Shipyard / Fabrication Yard during such an event shall be at the cost of the Shipyard / Fabrication Yard.
- 2.3 When requested by Jan De Nul Group, the Shipyard / Fabrication Yard commits himself to submit a Quality and HSE Plan, including risk assessment of the works prior to conducting the works. The Shipyard / Fabrication Yard shall communicate to Jan De Nul Group the steps where the participation of any third party certification agency is required according to contractual requirements, applicable standards and/or legal requirements.
- 2.4 On request of Jan De Nul Group and if available, the Shipyard / Fabrication Yard shall present the latest certification against QHSSE standards, such as ISO 9001, ISO 14001, ISO 45001.
- 2.5 The Shipyard / Fabrication Yard organises and commits himself to communicate the hazards and controls to the employees accessing the site. The Shipyard / Fabrication Yard shall keep records of this communication.
- 2.6 Each Shipyard / Fabrication Yard must appoint a HSE representative who is present during the activities at the site, as per local requirements.
- 2.7 The Shipyard / Fabrication Yard commits himself to conduct an HSE introduction for its all employees in line with local legislation. Records shall be kept as proof the communication on the introduction.
- 2.8 The Shipyard / Fabrication Yard commits himself to organise periodical meetings related to the work activities, or be present at such meetings organised by Jan De Nul Group, if any.

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2.9 The Shipyard / Fabrication Yard shall undertake regular audits and QHSE inspections of the work location and services they or their subcontractors are performing and shall record their findings. Such audit and inspection reports will be provided to Jan De Nul Group on request. Without prejudice to any further regulations of the Contract, the Shipyard / Fabrication Yard and any of his Sub-suppliers/sub Subcontractor/Suppliers shall allow free access at all times for Jan De Nul Group. This access include all places or premises necessary or convenient for the purpose of monitoring, inspecting, expediting, performing quality and HSE assurance audits and surveillance as well as pursuing any other matter relating to the performance of their functions under this specification.

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2.11 Where non-conforming product, processes or services have been identified by the Shipyard / Fabrication Yard, they shall be notified to Jan De Nul Group verbally and reported in written. Any delay consequently sustained for the scope of the Shipyard / Fabrication Yard during such an event shall be at the cost of the Shipyard / Fabrication Yard. An update of this report shall be re-submitted after corrective actions are identified and implemented.

2.12 Everybody has the authority and the responsibility to stop unsafe jobs. The Shipyard / Fabrication Yard shall encourage employees to execute the Stop & Rethink authority when necessary. This authority is valid for all employees and Shipyard / Fabrication Yards working for Jan De Nul Group, irrespective of rank or position.

Use of applications/software

2.13 When requested, the Shipyard / Fabrication Yards must use the applications/software defined by Jan De Nul Group in order to achieve the scope of works and facilitate the communication between the parties.

Traceability and marking

2.14 Where requested, all components and materials shall be traceable throughout all stages of the work and appropriate records maintained. Traceability records will be part of the final documentation.

Alcohol and Drug Policy

2.15 The Shipyard / Fabrication Yard shall ensure that all its employees and representatives performing work at the site are not under influence nor in the possession of drugs or alcohol. The Shipyard / Fabrication Yard shall have an internal written substance abuse policy/programme, or adopt Jan De Nul Group's drugs and alcohol policy when absent. This includes, but may not be limited to random testing upon any presumption of the use of alcohol or drugs; testing of personnel involved in an accident or serious near miss.

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Social Media Usage Policy

2.17 The Shipyard / Fabrication Yard shall make its employees aware that it is not allowed to post Jan De Nul Group inside information or any information that could harm Jan De Nul Group, its employees or clients on social media. For example, do not post pictures or other information about incidents on social media.

Facilities

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2.20 The Shipyard / Fabrication Yard is compelled to provide for the employees the legally required health facilities (mess room, sanitary facilities ...) and to keep them in a proper state. Meals should be eaten only in the facilities specifically provided by the Shipyard / Fabrication Yard for this purpose.


2.21 The use of Jan De Nul Group equipment at the premises by Shipyard / Fabrication Yards is forbidden, except when mutually agreed upon in writing.

2.22 The Shipyard / Fabrication Yard must ensure that the workplace has suitable and sufficient lighting for the work activities carried out.

2.23 The Shipyard / Fabrication Yard ensures that his work equipment is suited for the work to be done and, where requested, regularly tested by a qualified person to guarantee its safe use. Upon request of Jan De Nul Group, the instructions for use and the safety instructions must be submitted.

2.24 Measurement Equipment shall be fit for use, well maintained and calibrated at specified intervals, or prior to use, against measurement standards traceable to international or national measurement standards.

2.25 The Shipyard / Fabrication Yard must clean at least on a regular basis the premises where he is working and remove all waste according to local laws/regulations.

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- 2.26 The Shipyard / Fabrication Yard needs to deal with Hazardous Waste and Non- hazardous Waste in accordance with local legislation during the performance of its services.
- 2.27 Substantial efforts shall be made to limit the impact of waste generated on the work site.
- 2.28 Roads, passages and staircases must be free of obstacles at all times. Flexible pipes and cables should not block a passage. If they cross a passage, they must be protected against damage.
- 2.29 All material must be stacked orderly and stable, protected against weather influences and in the appropriate areas.
- 2.30 Suitable measures must be taken to prevent soil, air and water pollution.
- 2.31 Noise, vibration, radiation and dust levels must be kept within the agreed limits and never exceed limits detailed in the legislation.
- 2.32 The Shipyard / Fabrication Yard shall ensure that they have a smoking policy in line with the local requirements.

QHSE REQUIREMENTS FOR SHIPYARD / FABRICATION YARDS

Risk Management

- 3.1 The Shipyard / Fabrication Yard is responsible to manage the risks/hazards related to their work activities. The Shipyard / Fabrication Yard shall use the hierarchy of controls: Elimination – Substitution – Isolation – Engineering control – Administrative control – Personal Protective Equipment.
- 3.2 Collective means of Protection such as railings shall never be removed without placing substitute protection.
- 3.3 The Shipyard / Fabrication Yard has implemented risk management tools to identify and communicate risk/hazard and controls on both project and job level for all the work activities.

Permit to work

- 3.4 Shipyard / Fabrication Yard shall have a Permit to work system in place and the correspondent risks, which are present at the work site. The Permit to work system should follow the local legislation requirements. The Permit to work and the correspondent risks should be informed to Jan De Nul Group, when requested.

Medical fitness, Training, Competency & Awareness


- 3.5 The Shipyard / Fabrication Yard ensures that all personnel working for or on behalf of the Shipyard / Fabrication Yard have the necessary training/professional skills and physical fitness to carry out the jobs assigned to them, including competences in a safety function, and to use and operate the corresponding equipment in a professional and safe manner. The Shipyard / Fabrication Yard will submit the required supporting evidence upon request of Jan De Nul Group. This may include, and may not be limited to: Driving License, Operation Training Certificate, Seamans Book, Basic safety Training Certificate, Medical Fitness Certificate, Welding certification, etc.
- 3.6 Awareness of QHSE sensitivities and requirements will be promoted through toolbox talks (or similar) in line with local requirements.
- 3.7. In case if Shipyard / Fabrication Yard personnel deemed incompetent, Jan De Nul Group reserves the right to stop the operation at the Shipyard / Fabrication Yards cost, and remove a person either temporarily or permanently.

Emergency Procedures

- 3.8 The Shipyard / Fabrication Yard must ensure that all personal are familiarised with the emergency procedures, and that sufficient first aiders, first aid equipment, rescue equipment, fire fighters, fire extinguishers are available.
- 3.9 The Shipyard / Fabrication Yard shall have arrangements in place with medical facilities and emergency services such as ambulances and fire brigades.
- 3.10 The Shipyard / Fabrication Yard shall have in place a system for Drills, in line with the local legislation, to test and validate their Emergency Response Plan and shall communicate this plan to Jan de Nul Group personnel. Where requested, Jan De Nul Group personnel shall be involved in drills.

Incident management

- 3.11 The Shipyard / Fabrication Yard shall inform Jan De Nul Group about every accident, incident or damage within the scope of his activities at the premises and submit a written incident report to Jan De Nul Group at the day it occurs. All further reports according to local legislation or requested by Jan De Nul Group (i.e. accident investigation report) shall be submitted by the Shipyard / Fabrication Yard in due time. The Shipyard / Fabrication Yard remains responsible for further follow up of the investigation.

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3.12 Where legally or contractually possible, Shipyard / Fabrication Yard shall provide Jan De Nul Group a copy of all reports made to government agencies or insurance companies relating to any worksite accident, injury or incident during Shipyard / Fabrication Yards performance at the contracted work.

Security

3.13 Security control on Shipyard / Fabrication Yard premises shall be organised by the Shipyard / Fabrication Yard. This includes, but may not be limited to access control, fencing, etc.

PPE (Personal Protective Equipment)

3.14 The Shipyard / Fabrication Yard shall have a strict and clear PPE policy in place, in line with the local legislation.

3.15 The Shipyard / Fabrication Yard shall provide all required PPE to its personnel and/or its visitors at its own expense. The Shipyard / Fabrication Yard shall ensure PPE is in good condition and shall check PPE at regular intervals, and, if necessary, replace them.

3.16 The Shipyard / Fabrication Yard ensures that all its employees on site, in accordance with their training and the instructions given, use the PPE in the appropriate manner and put them away safely after use.

Lock out / Tag out

3.17 When applicable, the Shipyard / Fabrication Yard shall have a lock out / tag out system in place to protect employees from the unexpected start-up, movement, activation, energizing, release of energy, etc. of plant/machinery during service, maintenance, or inspection activities.

Lifting operations

3.18 In case lifting operations are carried out by the Shipyard / Fabrication Yard, the Shipyard / Fabrication Yard shall ensure that:

- Lifting devices and lifting gear hold a valid test certificate;
- SWL shall never be exceeded;
- Safety devices shall never be bypassed;
- All people are cleared from suspended loads;
- All personnel participating in the lift shall be competent to perform the job, taking the local requirements into account;
- All personnel participating in the lift are cleared from crush hazards. Where requested, aids such as taglines shall be used;
- Winds speed and visibility shall be assessed prior to conducting the lift.
- Agreement shall be in place on the priority rules when multiple cranes are in use.

Hot Works

3.19 In case Hot Works are part of its scope, Shipyard / Fabrication Yard shall ensure that:

- Signage is in place to alert the hot works area;
- Weld screens or covers are used to protect nearby persons and goods from sparks or flashes;
- Fire extinguishers shall be available nearby;
- Equipment is inspected and found in order prior to use;
- Gas cylinders are stored outside, upright, secured and protected against the sun;
- Full cylinders are separated from empty ones;
- Separation distances for gas bottles to be adhered. E.g. 3m separation between Oxygen / Acetylene in storage.
- Valid flash back arrestors are fitted directly after the regulators and the torch, on both oxygen and acetylene gas cylinders.

Confined Space

3.20 In case of working in confined spaces, Shipyard / Fabrication Yard shall ensure that:

- The atmosphere of the confined space is tested prior to entry and periodically during the occupancy of the confined space;
- A system of communication is agreed between attendant / standby person and entrants;
- Portable illumination is of the very low voltage safety lighting;
- Adequate ventilation is in place;
- A plan and necessary equipment is in place to rescue personnel from the confined space.

Working at height

3.21 When working at height, Shipyard / Fabrication Yard shall ensure that:

- Collective Protective Equipment (CPE) against falling is in place for all works above 2m. If impossible to use CPE, then a fall harness and fall arrest system shall be used;
- Drop zone is barricaded, or spotters are in place;
- Holes / hatches are secured or covered to prevent people from falling;
- Ladders shall be in good condition (undamaged and stable) and properly secured;
- Works from a ladder shall be avoided.

Scaffolds

3.22 In case scaffolding is part of its scope, Shipyard / Fabrication Yards shall ensure that:

- Scaffolds are equipped with suitable top railings, intermediate railings and skirting boards. The components of the work floor must be mounted in a close-fitting way without leaving any gaps between them.
- The work floor is accessed by means of a staircase (tower) or ladder;
- Before commissioning, the scaffold is checked by a competent person of the Shipyard / Fabrication Yard. Thereafter the scaffold should be checked on minimum intervals of time as required in the local legislation, or due to a modification of the scaffold;
- When requested, calculation notes for scaffolds should be in place.
- People that are not involved in the assembly of the scaffold may not access the scaffold until it is completed and checked by a competent person of the Shipyard / Fabrication Yard.
- Employees who work on scaffolding have been trained in accordance with the applicable legislation and regulations. If the scaffolding must be modified in order to carry out works (e.g. moving work platforms), this may only be done by employees who have had appropriate training for this. After modifications have been made, the scaffolding must be inspected by a competent person of the Shipyard / Fabrication Yard
- At the request of JDN, the necessary training certificates for working on, (dis)assembling, adapting and releasing scaffolds can be submitted. It is the Shipyard / Fabrication Yard's responsibility to organise adequate training courses for its employees.

Electrical Installation


3.23 In case electrical installations or works on electrical installations are part its scope, the Shipyard / Fabrication Yard shall ensure that:

- Electrical installations are approved by a recognised body in accordance with the legislation;
- Only electric material which is well constructed and free from defects is used at the site and can be connected to the appropriate safe voltage outlets;
- Fuse boards are closed at all times. Their connection is only allowed with adjusted plugs. All connections (plugs/ socket) must be suited for use in moist circumstances;
- Cables must always be hung up and/or shielded against possible damage;
- Water ingress protection shall be guaranteed;
- Cables don't pose fall, trip & slip hazards;
- Cables are not exposed.

Hazardous Substances

3.24 In case hazardous substances are used by the Shipyard / Fabrication Yards, the Shipyard / Fabrication Yards shall ensure that:

- All hazardous substances provided, supplied, or used shall be labelled according to the prevailing legislation;
- The storage, handling, transport and usage of hazardous substances and the removal of the packaging must be done in accordance with the prevailing legislation;
- Appropriate warning notices (e.g. no smoking, no naked flames, etc.) shall be posted on storage facilities;
- If works are carried out with hazardous substances that have the potential to leak into the environment, such substances shall be kept in secondary spill containment systems, which can contain at least 110% of the capacity of the biggest container in the event of a spill;
- If works are carried out during which damaging or irritating vapours/ gases are released, measures must be taken to discharge the vapours/ gases in a safe and efficient way (exhaust installation ...);
- No Asbestos-Containing Materials (ACM) shall be used, nor installed;
- For ships built, and for major repairs, refitting, and dry-docking, an Asbestos-free Declaration and relevant supporting documentation are provided in the required format as per SOLAS Reg.II-1/3-5 Declaration of Conformity for both material, equipment and components as well as an overall declaration for the unit built.

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Bunkering

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Working Alone

3.26 If the personnel of the Shipyard / Fabrication Yards need to work alone, the Shipyard / Fabrication Yards shall ensure that:

- A working alone system is in place in accordance to the local legislation;
- When personnel are working alone, the person has suitable means of communication and there is a system established to ensure regularity of contact.

Vehicles and Heavy Equipment

3.27 Shipyard / Fabrication Yards shall ensure that its vehicles and heavy equipment comply with the local legislation.

Traffic

3.28 Shipyard / Fabrication Yards shall comply with local legislation regarding traffic in their premises.