

Safety check list for work to be carried out by order of INEOS Phenol

12 Questions to the partner company

(to be completed legally binding by the partner company before being contracted)

Date:		Contact responsible purchaser of INEOS Phenol:	
Place of planned work:		INEOS Phenol, Gladbeck plant	
Responsible person of the partner company (name)		Partner company / Contractor (name and address)	

1.	Company profile / financial and business information
	Please enclose appropriate documents.

		Yes	No
2.	Rules and regulations		
	Are you a recognised specialist company? On what basis?	<input type="checkbox"/>	<input type="checkbox"/>
	Do you comply with the national laws and regulations?	<input type="checkbox"/>	<input type="checkbox"/>
	Do you comply with the installation and safety regulations and/or the requirements for the transport of goods by road and combined transport of INEOS Phenol GmbH?	<input type="checkbox"/>	<input type="checkbox"/>
	Do you comply with the rules of the trade association?	<input type="checkbox"/>	<input type="checkbox"/>
	Are the national regulations and rules of the trade association included in your planning?	<input type="checkbox"/>	<input type="checkbox"/>
	Do your safety precautions meet the national regulations and requirements of the trade association?	<input type="checkbox"/>	<input type="checkbox"/>
	Do you keep statistics on SHE incidents? Please enclose the statistics of the last three years.	<input type="checkbox"/>	<input type="checkbox"/>
	Do you check your tools and equipment regularly, e.g. at quarterly intervals?	<input type="checkbox"/>	<input type="checkbox"/>
	Are the respective inspection documents available in your company?	<input type="checkbox"/>	<input type="checkbox"/>
	Are you certified according to SCC, SQAS or comparable standards? Which standard?	<input type="checkbox"/>	<input type="checkbox"/>
	Are your tools and equipment checked and approved annually by a recognised body (Authorised Inspection Body)?	<input type="checkbox"/>	<input type="checkbox"/>
	Are the respective inspection documents available in your company?	<input type="checkbox"/>	<input type="checkbox"/>
	Do you carry out training courses for your employees at least once a year?	<input type="checkbox"/>	<input type="checkbox"/>
	Are the required training certificates of your employees available in your company?	<input type="checkbox"/>	<input type="checkbox"/>

		Yes	No
	Do you have generally binding, legally compliant regulations for waste treatment and disposal?	<input type="checkbox"/>	<input type="checkbox"/>
	Will you show alternatives for execution within the framework of the planning of the work to be assigned, if you consider them necessary for safety reasons?	<input type="checkbox"/>	<input type="checkbox"/>
	Do you comply with the national Minimum Wage Law (MiLoG)?	<input type="checkbox"/>	<input type="checkbox"/>
	Do you deploy subcontractors? If yes, please confirm that the subcontractor has also completed the safety checklist. <u>The subcontractor checklist has to be provided and released by INEOS Phenol prior to the start of the work!</u>	<input type="checkbox"/>	<input type="checkbox"/>
	The checklist of the subcontractor has been provided to INEOS Phenol.	<input type="checkbox"/>	
3.	How do you ensure communication when carrying out your work in the Gladbeck plant?		
	By visual contact	<input type="checkbox"/>	<input type="checkbox"/>
	By radio contact	<input type="checkbox"/>	<input type="checkbox"/>
	By other communications media (e.g. by shouting, hand signals)	<input type="checkbox"/>	<input type="checkbox"/>
4.	How do you ensure a fast shutdown of your tools and equipment if required?		
	On the tool/equipment (e.g. foot switch, emergency stop button)	<input type="checkbox"/>	<input type="checkbox"/>
	On the machine (e.g. emergency stop button)	<input type="checkbox"/>	<input type="checkbox"/>
	On other places (please specify):	<input type="checkbox"/>	<input type="checkbox"/>
5.	How do you assess the risks of the working process:		
	RISK ASSESSMENTS were made on the following basis:		
	Based on experience	<input type="checkbox"/>	<input type="checkbox"/>
	Based on theoretical assumptions	<input type="checkbox"/>	<input type="checkbox"/>
	Based on simulation exercises	<input type="checkbox"/>	<input type="checkbox"/>
6.	Which regulations/information underlies your emergency prevention?		
	Regulations of the Gladbeck plant of INEOS Phenol GmbH?	<input type="checkbox"/>	<input type="checkbox"/>
	Own organisational precautions?	<input type="checkbox"/>	<input type="checkbox"/>
	Medical information for support?	<input type="checkbox"/>	<input type="checkbox"/>
7.	How do you make sure that the work is carried out with an optimum, safe approach (Best Practice)?		
	By automation	<input type="checkbox"/>	<input type="checkbox"/>
	By technical equipment and regular inspection of the equipment. Do you have an appropriate documentation available?	<input type="checkbox"/>	<input type="checkbox"/>
	By personal protective equipment (PPE)	<input type="checkbox"/>	<input type="checkbox"/>
8.	What is the training status of your personnel?		
	a) Technical training for the work Which?	<input type="checkbox"/>	<input type="checkbox"/>

		Yes	No
	b) Training for the tool/equipment; appropriate training certificates are available	<input type="checkbox"/>	<input type="checkbox"/>
	c) Safety instructions; appropriate training certificates are available	<input type="checkbox"/>	<input type="checkbox"/>
	d) Participation in risk assessments	<input type="checkbox"/>	<input type="checkbox"/>
9.	Joint risk assessments in situ		
	Do you agree to joint risk assessments to be carried out in situ before starting work?	<input type="checkbox"/>	<input type="checkbox"/>
10.	How do you plan waste disposal?		
	By means of the waste management system of the Gladbeck plant of INEOS Phenol	<input type="checkbox"/>	<input type="checkbox"/>
	By means of your own waste management system?	<input type="checkbox"/>	<input type="checkbox"/>
	Do you make sure that the waste treatment and disposal are regulated in agreement with INEOS Phenol?	<input type="checkbox"/>	<input type="checkbox"/>
11.	What special safety clothing do you use?		
	Special safety clothing according to national regulations?	<input type="checkbox"/>	<input type="checkbox"/>
	Special safety clothing according to international standards?	<input type="checkbox"/>	<input type="checkbox"/>
	Special safety clothing according to the requirements of safety data sheets	<input type="checkbox"/>	<input type="checkbox"/>
	Special safety clothing according to the requirements of INEOS Phenol, where appropriate?	<input type="checkbox"/>	<input type="checkbox"/>
	In-house developed?	<input type="checkbox"/>	<input type="checkbox"/>
12.	Change management:		
	Do you have a procedure (MOC) for work to be carried out on the Customer's site specifying that work has to be interrupted immediately in case of changes and that the involved responsible persons carry out a new risk analysis due to the changed conditions?	<input type="checkbox"/>	<input type="checkbox"/>

Legally binding signature of the partner company
Date, name and signature

Released by INEOS Phenol	
Signature of the responsible purchaser	Signature of the ESHQ officer
Date, name and signature	Date, name and signature