

The contractor will provide EDP Renewables with the documentation described below. These will be provided to EDPR before the work starts and maintained up to date as long as the contract is valid.

Any documentation not described in this document but required by the country's rules and regulation will be described in the local EDP Renewables specifications.

The documentation would be sent through the web tool that EDP Renewables puts at its contractors' disposal. EDP Renewables will provide access to its contractors to this web tool that enables them to download the documentation provided by EDP Renewables and to upload any requested documentation.

The main contractor shall transmit this information to the subcontractors that will have to comply with the same requirements.

## **DOCUMENTS PROVIDED BY EDP RENEWABLES TO THE CONTRACTOR**

### **General documentation**

- Health and Safety Policy
- Annex 3 TS 103 Accident communication

### **Facility (Wind Farm/Photovoltaic Plant) documentation**

- Facility (Wind Farm/Photovoltaic Plant) guide where the contractor is going to perform the contracted works.
- Technical specifications of the installation (Upon request of the Contractor,)

## **DOCUMENTS PROVIDED BY THE CONTRACTOR TO EDP REWEABLES**

### **General Documentation**

- Risk assessment of the works that are going to be executed for EDP Renewables.
- Annex 3 TS 103 Accident communication
- Receipt of acknowledgement and acceptance of the Risk assessment of the Facility (Wind Farm/Photovoltaic Plant) guide
- Receipt of acknowledgment and acceptance of any other specification or procedure provided by EDP Renewables.

**Employees documentation**

- Medical fitness certificates.
- Receipt signed by the worker about the familiarization with the risk at the work place / related with the works
- Health and Safety training certificates of the employees assigned to the works. Depending on the works performed by the employee, the training certificates required will be:
  - o Working at highs (with evacuation) training certificate.
  - o Fire extinguishing training
  - o First Aid training
  - o Electrical works training
  - o Operating machinery training/certificate (crane, fork-lift, lift...)
  - o Confined space training
- Proof of delivery of the personal protection equipment (PPE) required for safely perform the works
- Certificate of inspection of PPE (for those that require inspection, ex. working at heights PPE and electrical hazard PPE)

**Machinery and working equipment documentation**

- Declaration of Conformity CE
- Maintenance log
- Valid insurance
- Official Certificate/inspection

**Other documentation**

- Work instructions and procedures