



## **Pivara Skopje AD Contractor and Sub-contractor Policy**

The requirements in this Policy are minimum standards which **MUST** be complied with. The highest standards of quality, food safety, health and safety, environment must be worked to whenever possible.

This Policy has been developed to ensure appropriate standards are met during work carried out by both Pivara Skopje AD contractors and employees associated with Pivara Skopje AD business activities.

Contractors' services are used in Pivara Skopje AD for a wide variety of tasks, ranging from core business site-based and off-site activities, to other essential support services

### **Purpose**

This Policy documents the quality, food safety, health and safety, environment requirements of Pivara Skopje AD when engaging contractors to undertake work on their sites.

Correctly implemented and supervised Policy ensures that Pivara Skopje AD protects the quality and integrity of products, health and safety of employees, contractors, sub-contractors, customers and visitors from any negative impact as a result of our operations, minimizing any potential loss to property or interruption to operations.

### **Scope**

This Policy applies to:

- sites owned or operated by Pivara Skopje AD.
- works conducted by Pivara Skopje AD employees.
- all work undertaken by contractors or sub-contractors engaged on sites operated by Pivara Skopje AD.
- any work area controlled by a contractor or sub-contractor within the boundary of Pivara Skopje AD site or installation.

### **General Requirements**

The general requirements apply to all works carried out by contractors and sub-contractors on sites and installations operated by Pivara Skopje AD.

The contractor has to be able to demonstrate, that any contractor or sub-contractor utilized in any work is competent to undertake the work safely, without risk to product integrity, damaging the environment and without exposing Pivara Skopje AD property to damage or business interruption.

If sub-contractors are likely to be used, the contractor should provide notice to Pivara Skopje AD prior to any sub-contracting of any work and agree the selection criteria and qualifications required of the sub-contractor.

Contractor and sub-contractor should act in accordance with applicable legislation.

Failure to comply with the requirements will result in penalties under the terms of the contract.

### **Pivara Skopje AD Responsibilities**

Pivara Skopje AD responsible person should ensure that:

- Requirements of this Policy are communicated to, and understood by, the contractors and sub-contractors.
- Requirements of this Policy are monitored and associated to ensure adherence by contractors and sub-contractors
- Co-operation and co-ordination occur between Pivara Skopje AD employees and those individuals and Companies engaged as contractors or sub-contractors.
- Prompt delivery of information as required and when required by the contractors.
- Regular review is conducted of the contractor and sub-contractor's performance
- Any internal audits, mandatory or statutory inspections or investigations are completed (by Pivara Skopje AD and/or contractors or sub-contractors as required).
- The contractor or sub-contractor are advised on the content of any instructions, operating and maintenance processes or statutory inspections that may be required.



### **Contractor/ sub-contractor Supervision**

All contactors and sub-contractors should wear identification badges which identify them as a contractor.

All contactors and sub-contractors should log in at a central point. The log book should include the location where the contractor will be working.

### **Contractor/ sub-contractor Responsibilities**

Any contractor (or sub-contractor where applicable) completing work on behalf of Pivara Skopje AD has to be able to demonstrate:

- Managed its activity in such a way that it is safe and without risk to product quality and integrity, food safety, health, safety, the environment or property damage.
- Develop "site rules" that have considered the risk posed by their activities to health, safety, the environment or property damage.
- Only allowed authorized personnel to enter any work area
- Maintained records of personnel on site (for use in an emergency).
- Control of any article or substance that may cause damage to the products, environment, or have negative impact to health and safety (e.g. waste materials, fuels/oils).
- Mandatory or statutory training, inspections and/or investigations.
- Maintaining work area in a safe condition.
- Co-ordinated work so as not to pose risk to any other contractor or sub-contractor, Pivara Skopje AD employee, visitor or neighbor of the site or installation.
- Providing to Pivara Skopje AD details of any instructions, operating and maintenance procedures or statutory inspections that may be required for the safe operation within scope of their activities

### **Communication**

This Policy will be published on Pivara Skopje AD web-site as well as being forwarded to all appropriate contractors/ sub-contractors and made available as required by interested parties.

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