

1.27 Training Requirements contractors

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1 Changes compared to previous version

Initial version

2 Scope

This QHSE is applicable to the entire site of Tata Steel IJmuiden.

3 Place and purpose of this document

This document is part of the QHSE regulations of Tata Steel IJmuiden. This QHSE is leading for all other QHSE regulations when it comes to regulations regarding the professional competence requirements for contractor employees.

4 Objective

The objective of this regulation is to establish competence requirements for contractor employees.

5 Regulation

Contractor employees who carry out work on the Tata Steel IJmuiden site must be competent and meet the mandatory training requirements of Tata Steel IJmuiden. Only when they meet the mandatory training and professional competence requirements they may carry out the work independently. The training and competence requirements for contractor employees are laid down in the table below (article 6).

The main contractor is responsible for ensuring that contractor employees meet the training and competence requirements. Contractor employees include the main contractor's own employees and the employees hired by the main contractor, as well as the employees of (sub)contractors to whom the main contractor outsources work. The main contractor shall demonstrate on demand, before, during or after the execution of the work, that the contractor's employees meet the training and professional competence requirements.

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| Electrical safety | | | | | | | | | |
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| Description | Training requirement | Other information | References | | | | | | |
| <p>The Arbobesluit (Working Conditions Decree), articles 3.4 and 3.5 state that, because of the safety risks, work on electrical installations must be carried out by competent and qualified personnel. Tata Steel safeguards expertise by imposing certification requirements on all its own and contracted employees who perform electrical work or are directly responsible for electrical installations or work on electrical installations. These requirements as laid down in the Supplement of the KEGROB, the BEI BS KEGROB applies to all companies and their employees who work at the Tata Steel Ijmuiden site.</p> | <p>In the Netherlands, the STIPEL foundation has drawn up schemes, which indicate what someone with a certain electrical engineering authorisation must know and be able to do. At Tata Steel IJmuiden, STIPEL certifications are mandatory for almost all electrical skilled persons and all installation and work responsible persons. In addition, a minimum level of formal (vocational) education is required in electrical energy engineering. See the table below with the required certifications.</p> | <p>Contractors and their employees are currently in the introduction process of comply to mandatory personal certification. This process ends on 1 January 2023. After this introduction contractor employees must comply to requirements described in the BEI BS KEGROB.</p> | <p><u>BEI BS KEGROB</u> (in Dutch) <u>EQF</u> <u>NEN</u></p> | | | | | | |
| | <table border="1"> <tr> <td>Nominated person responsible for a low voltage electrical installation</td> <td> <ul style="list-style-type: none"> Diploma <u>EQF</u> level 4 in the field of electrotechnical energy technology A written appointment And from 1-1-2023 onwards: STIPEL LS IV-WV certificate </td> </tr> <tr> <td>Nominated person responsible for a high voltage electrical installation</td> <td> <ul style="list-style-type: none"> Diploma <u>EQF</u> level 4 in the field of electrotechnical energy technology A written appointment And from 1-1-2023 onwards: STIPEL HS IV-WV certificate </td> </tr> <tr> <td>Nominated person in control of a low voltage activity</td> <td> <ul style="list-style-type: none"> Diploma <u>EQF</u> level 4 in the field of electrotechnical energy technology A written appointment </td> </tr> </table> | | | Nominated person responsible for a low voltage electrical installation | <ul style="list-style-type: none"> Diploma <u>EQF</u> level 4 in the field of electrotechnical energy technology A written appointment And from 1-1-2023 onwards: STIPEL LS IV-WV certificate | Nominated person responsible for a high voltage electrical installation | <ul style="list-style-type: none"> Diploma <u>EQF</u> level 4 in the field of electrotechnical energy technology A written appointment And from 1-1-2023 onwards: STIPEL HS IV-WV certificate | Nominated person in control of a low voltage activity | <ul style="list-style-type: none"> Diploma <u>EQF</u> level 4 in the field of electrotechnical energy technology A written appointment |
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| | | | | | <ul style="list-style-type: none"> And from 1-1-2023 onwards: STIPEL LS IV-W certificate | | |
| | | Nominated person in control of a high voltage activity | | | <ul style="list-style-type: none"> Diploma <u>EQF</u> level 4 in the field of electrotechnical energy technology A written appointment And from 1-1-2023 onwards: STIPEL HS IV-W certificate | | |
| | | Skilled person- low voltage | | | <ul style="list-style-type: none"> Diploma <u>EQF</u> level 4 in the field of electrotechnical energy technology A written appointment And from 1-1-2023 onwards: STIPEL LS VP certificate | | |
| | | Skilled person – high voltage | | | <ul style="list-style-type: none"> Diploma <u>EQF</u> level 4 in the field of electrotechnical energy technology A written appointment And from 1-1-2023 onwards: STIPEL HS VP certificate | | |

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| Hydraulics & pneumatics | | | | | | | | | |
| Description | Training requirement | Other information | References | | | | | | |
| In order to guarantee safety when working with hydraulics and pneumatics, employees of contractors must be adequately trained. | <p>Internal Tata Steel personnel are provided with their own hydraulic and pneumatics training courses. The following minimum levels (as defined by CETOP) are mandatory for contractor employees who carry out work in hydraulics and/or pneumatics in various roles:</p> <table border="1"> <tr> <td> <p>Hydraulics and Pneumatics Mechanic – Hydraulics/Pneumatics Work supervisor</p> <p><i>He/she supervises, he/she may perform work on systems with proportional and servo technology</i></p> </td> <td> <ul style="list-style-type: none"> • A written appointment <p>From 1 – 1- 2022 onwards:</p> <ul style="list-style-type: none"> • RE2015/06.01 -H niveau IH3 • RE2015/06.01 –P niveau P2 • 2 years experience in a relevant hydrauliek/pneumatiek functie* <p><i>According to the CETOP Education Booklet*</i></p> </td> </tr> <tr> <td> <p>Hydraulics and Pneumatics Mechanic - Competent person Hydrauliek/Pneumatiek</p> <p><i>He/she may only perform work on systems without proportional and servo technology</i></p> </td> <td> <ul style="list-style-type: none"> • A written appointment <p>From 1 – 1- 2022 onwards:</p> <ul style="list-style-type: none"> • RE2015/06.01 -H niveau IH2 • RE2015/06.01 –P niveau P2 • 0,5 year experience in a relevant hydrauliek/pneumatiek functie* <p><i>According to the CETOP Education Booklet*</i></p> </td> </tr> <tr> <td> <p>Hydraulics-pneumatics pipe fitter</p> </td> <td> <ul style="list-style-type: none"> • A written appointment <p>From 1 – 1- 2022 onwards:</p> <ul style="list-style-type: none"> • RE2015/06.01 -H niveau H1* • RE2015/06.01 -P niveau P1* <p><i>According to the CETOP Education Booklet*</i></p> </td> </tr> </table> | <p>Hydraulics and Pneumatics Mechanic – Hydraulics/Pneumatics Work supervisor</p> <p><i>He/she supervises, he/she may perform work on systems with proportional and servo technology</i></p> | <ul style="list-style-type: none"> • A written appointment <p>From 1 – 1- 2022 onwards:</p> <ul style="list-style-type: none"> • RE2015/06.01 -H niveau IH3 • RE2015/06.01 –P niveau P2 • 2 years experience in a relevant hydrauliek/pneumatiek functie* <p><i>According to the CETOP Education Booklet*</i></p> | <p>Hydraulics and Pneumatics Mechanic - Competent person Hydrauliek/Pneumatiek</p> <p><i>He/she may only perform work on systems without proportional and servo technology</i></p> | <ul style="list-style-type: none"> • A written appointment <p>From 1 – 1- 2022 onwards:</p> <ul style="list-style-type: none"> • RE2015/06.01 -H niveau IH2 • RE2015/06.01 –P niveau P2 • 0,5 year experience in a relevant hydrauliek/pneumatiek functie* <p><i>According to the CETOP Education Booklet*</i></p> | <p>Hydraulics-pneumatics pipe fitter</p> | <ul style="list-style-type: none"> • A written appointment <p>From 1 – 1- 2022 onwards:</p> <ul style="list-style-type: none"> • RE2015/06.01 -H niveau H1* • RE2015/06.01 -P niveau P1* <p><i>According to the CETOP Education Booklet*</i></p> | From 1 January 2022 onwards, these requirements will be effective at Tata Steel IJmuiden. | <p><u>CETOP Education Booklet: Qualifications version RE2015/06.02-H/P, Programmes RE2015/06.01-H and RE2015/06.01-P .</u></p> <p><i>If only hydraulic work is carried out only hydraulic training is required. If only pneumatic work is carried out, only pneumatic training is required.</i></p> |
| <p>Hydraulics and Pneumatics Mechanic – Hydraulics/Pneumatics Work supervisor</p> <p><i>He/she supervises, he/she may perform work on systems with proportional and servo technology</i></p> | <ul style="list-style-type: none"> • A written appointment <p>From 1 – 1- 2022 onwards:</p> <ul style="list-style-type: none"> • RE2015/06.01 -H niveau IH3 • RE2015/06.01 –P niveau P2 • 2 years experience in a relevant hydrauliek/pneumatiek functie* <p><i>According to the CETOP Education Booklet*</i></p> | | | | | | | | |
| <p>Hydraulics and Pneumatics Mechanic - Competent person Hydrauliek/Pneumatiek</p> <p><i>He/she may only perform work on systems without proportional and servo technology</i></p> | <ul style="list-style-type: none"> • A written appointment <p>From 1 – 1- 2022 onwards:</p> <ul style="list-style-type: none"> • RE2015/06.01 -H niveau IH2 • RE2015/06.01 –P niveau P2 • 0,5 year experience in a relevant hydrauliek/pneumatiek functie* <p><i>According to the CETOP Education Booklet*</i></p> | | | | | | | | |
| <p>Hydraulics-pneumatics pipe fitter</p> | <ul style="list-style-type: none"> • A written appointment <p>From 1 – 1- 2022 onwards:</p> <ul style="list-style-type: none"> • RE2015/06.01 -H niveau H1* • RE2015/06.01 -P niveau P1* <p><i>According to the CETOP Education Booklet*</i></p> | | | | | | | | |

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| Welding | | | | | | | |
| Description | Training requirement | | | Other information | | References | |
| Tata Steel Ijmuiden applies the standard ISO 9606-1 for welders | Welders must be qualified in accordance with the requirements in ISO 9606-1 | | | | | ISO 9606-1 | |
| Oxygen installations | | | | | | | |
| Description | Training requirement | | | Other information | | References | |
| Work on oxygen installations should be carried out by competent persons . | Expertise in working with oxygen systems need to be obtained by following a Tata Steel e-learning, before work can be carried out. Unfortunately, this e-learning is only available in Dutch at the moment. Therefore work on oxygen installations can only be carried out by Dutch speaking workers after following this Dutch e-learning: <u>Veilig werken met zuurstof</u> | | | | | | |
| Industrial cleaning | | | | | | | |
| Description | Training requirement | | | Other information | | References | |
| Training requirements are applicable for industrial cleaners | An SIR certificate corresponding to the Industrial Cleaners function | | | | | https://www.sir-safe.nl/en | |
| Conservation work | | | | | | | |
| Conservator/painter | Coating work shall be carried out by demonstrably trained or instructed staff. Demonstrably trained implies that the competencies related to the work are tested every 3 years. The instruction is signed off by staff and recorded in a unique document that is included in the personnel file. These instructions and documents shall be presented to the Tata Steel inspector at their request during an audit or inspection. | | | | | Tata Technical Requirement S3105601 | |

| Mechanical work | | | |
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| Description | Training requirement | Other information | References |
| Mechanics must have a minimum of basic formal training to be able to do their job safely | A technical education – determined by the Contractor - at EQF-level 2, 3, or 4. The standard process of how the contractor determines the EQF level is captured in writing by the contractor. | | EQF |
| Flanges | | | |
| Description | Training requirement | Other information | References |
| For the safe opening and closing of flange connections specific training is required | Tata Steel IJmuiden follows the qualification requirements of VCA SOG and depending on the job one of the following training requirements apply: | | |
| | Flange fitter | VCA-WF (1) | |
| | Flange fitter under protocol | VCA-WF-pr (2) | |

*In the training and work experience, the person must have demonstrable knowledge of the correct application and assembly of the pipe connections used at Tata Steel IJmuiden, such as flanges, couplings with 24 degree weld pipe and Walform+ connections and cutting ring couplings (cutting rings only permitted for pneumatics). The modification or creation of HP pipework may only be carried out by employees of companies with which Tata has concluded a contract for the performance of this work. The contracts include specific requirements for employee training, procedures to be followed, etc.

7 Definitions

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| Maincontractor: | External firms that work on the Tata Steel IJmuiden site as the main contractor and have final responsibility for the contract. |
| Contractor employees: | Employees who perform work on the IJmuiden site under the responsibility of a main contractor. This includes both the main contractor's own employees and the employees hired by the main contractor, as well as the employees of (sub) subcontractors to whom the main contractor outsources work. |