

Requirements for persons and vehicles to Access Moeve buildings and facilities



PR-00231

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NOTE: *The content of this regulatory document has been revised unchanged from the previous revision.*

Subject

Establish the necessary rules to achieve effective control over the requirements for people and vehicles to enter and exit Moeve's buildings and facilities. Additionally, indicate a series of guidelines to regulate vehicle traffic within the facilities, especially when accessing areas classified as at risk of forming explosive atmospheres.

The dispatch, transport and receipt of hazardous goods is not included within the purpose of this procedure, which are regulated in the corresponding specific regulations (PR-00157).

The requirements for controlling access to maritime terminals operated by Moeve, both for personnel in transit and for visits and logistics companies, will be regulated in procedure PR-00124 (Environment and Safety Procedure in Ports).

Scope of application

This procedure will apply to all Moeve centers in Spain where there are Access Controls and may be used as a best practice for other facilities. Service Stations and Gas Centers are excluded.

For these purposes, Moeve centers are classified as:

- Centers with industrial facilities where, in accordance with current legislation, a monitored access service must be established.
- Centers with industrial facilities or offices where there is no legal obligation to do so, but due to the risks identified for the activities or products, the obligation to have an access control service has been established internally.
- All other centers, where a specific risk analysis will determine whether an access control service should be established.

Requirements for persons and vehicles to Access Moeve buildings and facilities

Description






Access requirements for people and vehicles will differ according to the following cases:

1. General requirements.
2. Moeve personnel access.
3. Visitor access.
4. Access for service company personnel.
5. Access for personnel external to Moeve, to their own company's workplaces located within a Moeve industrial facility.
6. Access to personnel for the purposes of conducting regulatory inspections, technical visits, researchers, etc. and with whom there is no contractual relationship.
7. Access for service company vehicles and machinery.
8. Access for supplier and/or customer carriers.

Complementary stages are indicated below:


9. Regulation of vehicle traffic in the center.

Each phase includes the activities to be undertaken, the person responsible for each , the deadline  and the evidence (if applicable) 

1 GENERAL REQUIREMENTS			
1.1	No smoking, lighting matches or lighters, except in designated areas (in all industrial facilities covered by the scope of this procedure).		All internal and external personnel
1.2	Do not walk through the places indicated or established in the center without personal protective equipment (in all industrial facilities covered by the scope of this procedure).		All internal and external personnel
1.3	Do not eat in areas not provided for this purpose (in all industrial facilities covered by the scope of this procedure).		All internal and external personnel
1.4	Do not walk through the places indicated or established in the center without personal protective equipment (in all industrial facilities covered by the scope of this procedure).		All internal and external personnel
1.5	Do not run or shout in the facility (in all industrial facilities covered by the scope of this procedure).		All internal and external personnel

Requirements for persons and vehicles to Access Moeve buildings and facilities

1 GENERAL REQUIREMENTS

<p>1.6</p>	<p>The following people are considered to be covered by this procedure:</p> <ul style="list-style-type: none"> - Personnel employed by Moeve or its subsidiaries. - Visitors who occasionally access the facilities and will not carry out work. - Personnel from companies contracted by Moeve, self-employed workers hired to provide a service, as well as personnel subcontracted by them. - Personnel who need to access our industrial facilities in order to carry out a regulatory inspection, technical visit, etc. and with whom there is no contractual relationship. As well as administrative staff. - Personnel who need to access the industrial centers to perform tasks related to the operation and maintenance of facilities owned by other entities within Moeve's facilities (natural gas companies, electricity companies, liquefied gas companies, telephone companies, etc.) - Personnel who access Moeve's industrial centers to reach their company's workplace located inside Moeve facilities, who have no contractual relationship with Moeve. - University researchers with whom partnership agreements are made, or employees of companies with whom there is a "partner in a project" relationship to whom a workspace is temporarily assigned. - The vehicles and machinery necessary to carry out the activities of the personnel indicated in the above points, including industrial vehicles, passenger transport vehicles, and vehicles for transporting and lifting material resources. - Supplier and/or customer carriers. <p>Note: In order to avoid any confusion in this regard, the item "Personnel from companies contracted by Moeve" includes both employees with employment contracts from said companies and their interns over 18 years old. In the case of interns, they must always be accompanied by their supervisor or the person their supervisor designates while they remain inside Moeve's buildings and facilities.</p>	<p> Centers</p>
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Requirements for persons and vehicles to Access Moeve buildings and facilities

1 GENERAL REQUIREMENTS			
1.7	Establish an entry and exit control for persons and vehicles at entrances in the buildings and facilities included in the scope of this procedure		Center
1.8	Perform basic access control functions: identification, registration, authorization, authentication, and access. Note: In facilities where there is no specific Security figure, the functions will be assumed by the head of the facility or the person they designate.		Security Department. Access control.
1.9	Assign the identification and/or access control cards that will allow access to the facilities (in centers that have them). Note: The <i>identification</i> card must be carried at all times and must have up-to-date data.		Security Department. Access control.
1.10	Be empowered, according to current legislation, to request to verify and inspect personal effects. Note: Private security personnel is authorized to carry out searches according to the Private Security regulations, and they do so in compliance with company regulations. This includes private vehicles at the entrance to the facilities.		All internal and external personnel
			Allowed to do so to perform their job
1.11	Do not use image capture devices (photo or video) in industrial facilities, unless expressly authorized. Note 1: If image capture is carried out by Moeve personnel, it must comply with the provisions of Annex 20. Note 2: If image capture is carried out by personnel from service <i>companies</i> , each center must record their authorization, preferably using Annex 21 or an equivalent, and this authorization must be carried at all times.		All internal and external personnel
1.12	Do not use mobile phones or other similar electronic devices that are not considered intrinsically safe (such as non-ATEX transmitters, etc.) in the process areas of industrial facilities and/or in ATEX classified areas, except in places where it is expressly permitted. Note 1: The use of ATEX phones will require express authorization from the Safety Department/Prevention Service. Note 2: In airport areas, the provisions of the "On-Platform Safety Standards (OPSS)" in force shall also apply.		All internal and external personnel

Requirements for persons and vehicles to Access Moeve buildings and facilities

1 GENERAL REQUIREMENTS			
1.13	Manage all other electronic devices not included in points 1.11 and 1.12 via the work permit procedure (PR-00228).		All internal and external personnel
2 MOEVE PERSONNEL ACCESS			
2.1	<p>Access a facility other than your work center after identifying yourself with your identification card or document.</p> <p>Note 1: For centers with access control, request authorization from the Security Department (the Corporate or facility department) 48 hours in advance to activate the card.</p> <p>Note 2: Authorizations for vehicle entry will be made on a restrictive basis depending on each center's criteria.</p>		Moeve personnel
2.2	<p>Inform the person to be visited of the presence of Moeve personnel.</p> <p>Note: In facilities where there is no specific Security figure, the functions will be assumed by the head of the facility or the person they designate.</p>		Security Department. Access control.
2.3	<p>Communicate the basic safety rules and guidelines for emergencies inside the facilities to the personnel who will be visiting.</p> <p>Note: <i>Whenever possible</i>, this information will be sent in advance via email, for example.</p>		Person being visited or the person they designate
2.4	<p>Know and comply with the basic safety rules and guidelines for emergencies inside the facilities.</p> <p>Note: This information will be provided or made available by the Access Control service of the center you visit.</p>		Moeve personnel accessing a center other than their workplace
2.5	Be responsible for ensuring that Moeve staff are aware of and comply with these rules and guidelines.		Person being visited or the person they designate
2.6	<p>Authorize access for Moeve employees, interns over 18 years of age, or personnel hired through temporary work companies.</p> <p>Note 1: They will be <i>assigned</i> a card for this purpose at Access Control.</p>		Human Resources

Requirements for persons and vehicles to Access Moeve buildings and facilities

2 MOEVE PERSONNEL ACCESS		
	Note 2: For these <i>personnel</i> , it is <u>not</u> necessary to provide the documentation indicated in Annex 2 or to register said documentation on the Contractor Control Platform.	
2.7	Communicate to Security the list, information and dates (of the personnel mentioned in 2.6) for the preventive and emergency training/information, if applicable. Likewise, the necessary PPE will be provided.	Human Resources or plant manager in the case of C&CE
3 VISITOR ACCESS		
3.1	Consider visitors people who access the facilities occasionally and do not perform work in them.	Center
3.2	Provide Access Control (when it exists) with a list of expected visits, to the extent possible.	Person to be visited
3.3	<p>Ask visitors for the name of the person, or people, who they wish to visit, reviewing their documentation and objects they have with them.</p> <p>Note: At facilities where there is private security personnel, <i>personal objects</i> will not be reviewed.</p>	Security Department Access Control
3.4	<p>Contact the person or persons to be visited to authorize the visitor's entry or obtain authorization from a person authorized to do so.</p> <p>Note: <i>Authorization</i> for entry of visitor vehicles shall be made on a restrictive basis.</p>	Security Department Access Control
3.5	<p>Record the name of the person or persons to be visited, time of entry, license plate of the vehicle if applicable, and national ID or NIE number and company to which the visitor belongs.</p> <p>Note: Security personnel are authorized to inspect vehicles at the entrance to facilities.</p>	Security Department Access Control
		Once the visit is authorized by Moeve
3.6	Give the visitor their identification and/or access card, in centers that have them.	Security Department Access Control
3.7	<p>Give them or make available to them the basic safety rules for access and instructions for how to act in case of emergency.</p> <p>Note 1: This information should include the evacuation map and meeting points.</p>	Security Department Access Control

Requirements for persons and vehicles to Access Moeve buildings and facilities

3 VISITOR ACCESS		
	Note 2: In cases where it is deemed necessary, they will be given an orientation at Security.	
3.7	<p>Give them or make available to them the basic safety rules for access and instructions for how to act in case of emergency.</p> <p>Note 1: This information should include the evacuation map and meeting points.</p> <p>Note 2: In cases where it is deemed necessary, they will be given an orientation at Security.</p>	Security Department Access Control
3.8	<p>Go to pick up the visitor.</p> <p>Note: The security service (in centers where it exists) transfers visitor control to the person being visited or their representative at access control.</p>	Person being visited or the person they designate
3.9	<p>Access the process/storage areas of the industrial facilities accompanied by the person being visited or their representative, who will accompany them during the visit and will inform the operations or facility personnel (depending on the case) of their presence.</p> <p>Note: The identification card alone does not authorize access to the processes/storage areas of the industrial facilities.</p>	Visitors
3.10	<p>Be responsible for ensuring that the visitor knows and complies with the mandatory rules inside the facilities and for telling them the guidelines to follow in case of emergency.</p> <p>Note: In centers where there is a visitors' access video, they will be responsible for making sure the visitor watches it at the beginning of the visit.</p>	Person being visited or the person they designate
3.11	<p>For group visits to the industrial facilities, appoint a group leader who will be given an access card (at centers that have them).</p> <p>Note: Prior to access, a list with the names and IDs (passport or other identification document depending on the country of origin) and companies to which the people who make up the group belong will have been sent to Security, and their identity will be verified upon entry to the center.</p>	Visitors

Requirements for persons and vehicles to Access Moeve buildings and facilities

3 VISITOR ACCESS		
3.12	<p>Have the necessary personal protective equipment available for visitors, which must be returned before they leave the center.</p> <p>Note: In cases where it is not feasible to have such equipment, it is advisable to reach an agreement in advance with the visitors regarding the PPE they must wear to access the center.</p>	Each center
3.13	<p>Accompany the visitor to Access Control (in centers where it exists), transferring the visitor to said service to manage their departure from the facility.</p>	Person being visited or the person they designate
3.14	<p>Collect from the visitor, before they leave the site, the identification and/or access cards.</p>	Security Department Access Control
3.15	<p>Record the departure time in the computer system provided for entry and exit control or in the record book in centers where it exists.</p>	Security Department Access Control
3.16	<p>Note: For persons working for Public Administrations who have legally recognized public authority status or are agents of the authority and who, in the exercise of their duties, request access to the building/center, they may enter by identifying themselves with an official public document accrediting their status as a public authority, without prejudice to them being asked to present their DNI for security purposes and to be able to issue an access card. In any event, the corresponding Unit will be notified, depending on the nature of or reason for the inspection, as well as in the event that it is not possible to correctly identify the agent (for example, lack of DNI), so that they can verify compliance with the legal requirements for the inspection to be carried out and collaborate adequately in the inspection with said authorities.</p>	Public authority or agent of the authority
4 ACCESS FOR SERVICE COMPANY PERSONNEL		
4.1	<p>Be covered by a duly formalized current order or contract in the corporate Purchasing applications.</p> <p>Note: In centers where there is access control, it will be the service companies that must provide their access cards.</p>	Personnel from service companies hired by Moeve who access any of its centers to provide a service

Requirements for persons and vehicles to Access Moeve buildings and facilities

4 ACCESS FOR SERVICE COMPANY PERSONNEL		
4.2	<p>For subcontracting, submit to Moeve the "Request for Authorization for Subcontracting" (Annex 3), which must include the signature of the person authorizing said subcontracting: main contractor, subcontractor, the person requesting the job and Purchasing (Director of Global Sourcing Solutions, Head of Specialty or Purchasing Representative designated as Contract Manager).</p> <p>Note 1: The signatures indicated above may be handwritten signatures or digital signatures.</p> <p>Note 2: If the subcontracting request refers to a delegated purchase to the business, the signature of Global Sourcing Solutions (Purchasing) will not be necessary.</p> <p>Note 3: Delegated one-time purchases are those in which the choice of supplier and amount is made by the requester of the need at the time the request is issued, as defined in MO-0428.</p>	<p> Main company</p>
		<p> Prior to subcontracting</p>
		<p> Request for Authorization for Subcontracting (Appendix 3)</p>
4.3	<p>Complete the valid "Moeve Access Safety Course" for each center, and record completion of said course. (See Annex 2)</p> <p>Note 1: The course must be repeated every two years.</p> <p>Note 2: If deemed necessary, they will be given Security orientation.</p> <p>Note 3: In cases where workers do not speak Spanish sufficiently (to understand and be understood in case of emergency), Annex 15 must be completed, and they must be accompanied by Spanish-speaking personnel.</p>	<p> Service company personnel</p>
		<p> Before accessing any Moeve industrial center</p>
4.4	<p>Consult the information related to prevention and center regulations provided by the center.</p>	<p> Service company</p>
		<p> Prior to the start of service provision.</p>
4.5	<p>Provide the documentation indicated in Annex 2 for its acceptance and validation.</p> <p>Note 1: Unless otherwise indicated, the documentation will be submitted in electronic format.</p> <p>Note 2: Dialog with the service companies to collect documentation from Annex 2 will be carried out</p>	<p> Service company</p>
		<p> Prior to the start of service provision and depending on the type of work to be performed</p>

Requirements for persons and vehicles to Access Moeve buildings and facilities

4 ACCESS FOR SERVICE COMPANY PERSONNEL			
	<p>through the Contractor Control Platform. General Services-Contract Access Control will decide the profile of the contract/order based on the type of work to be carried out (A, B, C, D and E); they will do so with the advice of the Safety Department/Prevention Service at each center when necessary.</p> <p>Note 3: If the supplier has previously accessed one of Moeve's centers and is requesting access to another one, the documentation within Moeve's scope does not need to be validated again, as it has already been verified.</p>		
	<p>Present the updated documents required for access, according to the periodicity established in Annex 2, unless changes occur that require them to be updated within a shorter period of time.</p>		Service company
4.6	<p>Note 1: Said documents will be available for consultation through the Contractor Control Platform, provided it exists.</p> <p>Note 2: These documents will be validated by prevention technicians from the Contractor Control Platform.</p>		Prior to the start of service provision and depending on the type of work to be performed
	<p>Authorize access to the center for a period of time conditioned by the validity of the documents provided and the estimated duration of the services.</p>		Security Department Access Control
4.7	<p>Note: Prior to accessing the corresponding center, Security (in centers where it exists) must have access to information about the workers who will access said center as soon as possible.</p>		Once the documentation has been validated
	<p>Remove workers with access to the centers from the Contractor Control Platform if they leave the service company and communicate this to Moeve as soon as possible.</p>		Service company
4.8			When workers leave the service company
	<p>For foreign companies and workers, provide the documentation indicated in Annex 13 (instead of what is indicated in Annex 2).</p>		
4.9	<p>Note: In addition, in cases where foreign workers are non-Spanish speakers, Annex 15 "Request for entry to the factory for non-Spanish speaking foreign personnel" must be completed.</p>		Service company

Requirements for persons and vehicles to Access Moeve buildings and facilities

4 ACCESS FOR SERVICE COMPANY PERSONNEL			
4.10	Consider the urgency of work, work that must be done immediately and that involves an urgent need or a situation that requires immediate attention.		Center
4.11	Authorize entry to the center for personnel involved in urgency work that cannot wait for validation of all the required documentation, after providing written justification (Appendix 22 or equivalent) from the head of the department requesting the job and once each case has been assessed (indicating validity).		Head of Human Resources at the center/ business/ area or Head of Security or Center Manager.
	<p>Note 1: See definition of "urgency" in the glossary of terms.</p> <p>Note 2: If the urgency occurs outside of regular working hours, the Factory Manager or the personnel designated for this purpose will authorize access to the center, in centers where such a figure exists.</p>		Annex 22 or equivalent
4.12	Inform all areas involved in order to regularize the situation as soon as possible.		Authorizers of urgent access
4.13	Monitor emergencies, keeping the list of urgencies up to date and ensuring it is available to the center's Safety Department/ Prevention Service.		Access control

5 ACCESS FOR PERSONNEL EXTERNAL TO MOEVE TO THEIR OWN COMPANY'S WORKPLACES LOCATED WITHIN A MOEVE INDUSTRIAL FACILITY			
5.1	Access their workplace, in cases where there is no contractual relationship with Moeve, through access control to Moeve's industrial center and using their corresponding access card.		Personnel external to Moeve (to their own company's workplace located inside a Moeve industrial center)
5.2	<p>Enable this card once the company provides the supporting documentation required by the corresponding Moeve work center</p> <p>Note: Said company must certify legal compliance with all aspects related to occupational risk prevention for the workers in question.</p>		Access Control personnel

Requirements for persons and vehicles to Access Moeve buildings and facilities

6 ACCESS TO PERSONNEL FOR THE PURPOSE OF CONDUCTING REGULATORY INSPECTIONS, TECHNICAL VISITS, RESEARCHERS, ETC. AND WITH WHOM THERE IS NO CONTRACTUAL RELATIONSHIP.		
6.1	For personnel who need to access our industrial facilities in order to carry out a regulatory inspection, technical visit, etc. and with whom there is no contractual relationship, it is recommended to provide the documentation indicated in Annex 2 for profile E.	Companies that perform regulatory inspections, technical visits, etc. and with which there is no contractual relationship.
		Prior to access
6.2	For university researchers with whom partnership agreements are made, or employees of companies with whom there is "partner in a project" relationship to whom a workspace is temporarily assigned, provide the documentation indicated in Annex 2 for profile E.	Universities and/or Companies
		Prior to access
7 ACCESS FOR SERVICE COMPANY VEHICLES AND MACHINERY		
7.1	Determine the number of vehicles not belonging to Moeve (from service companies) that will be authorized to access the industrial area, based on the characteristics of the work to be carried out and the number of people involved.	Center
7.2	<p>Contact the person requesting the work, who along with the department defined at each center (Security - Access Control or Safety) will decide if such authorization is necessary. For this purpose, Annex 19 "Request for vehicle access to industrial centers" will be used.</p> <p>Note: In facilities where there is no specific Security figure, the functions will be assumed by the head of the facility or the person they designate.</p>	Company interested in obtaining authorization for its vehicles to access the industrial center
		Annex 19 or equivalent
7.3	<p>Keep the list of vehicles authorized to access the center up to date, in order to minimize the number of vehicles in the industrial facilities.</p> <p>Note: Said information will be available for consultation by Safety or the Prevention Service.</p>	Security Department Access Control
7.4	<p>Provide the documentation indicated in Annex 2 for its acceptance and validation.</p> <p>Note: Dialog with service companies to gather the documentation indicated in Annex 2 for vehicles and machinery will be carried out using the Contractor Control Platform.</p>	Service companies

Requirements for persons and vehicles to Access Moeve buildings and facilities

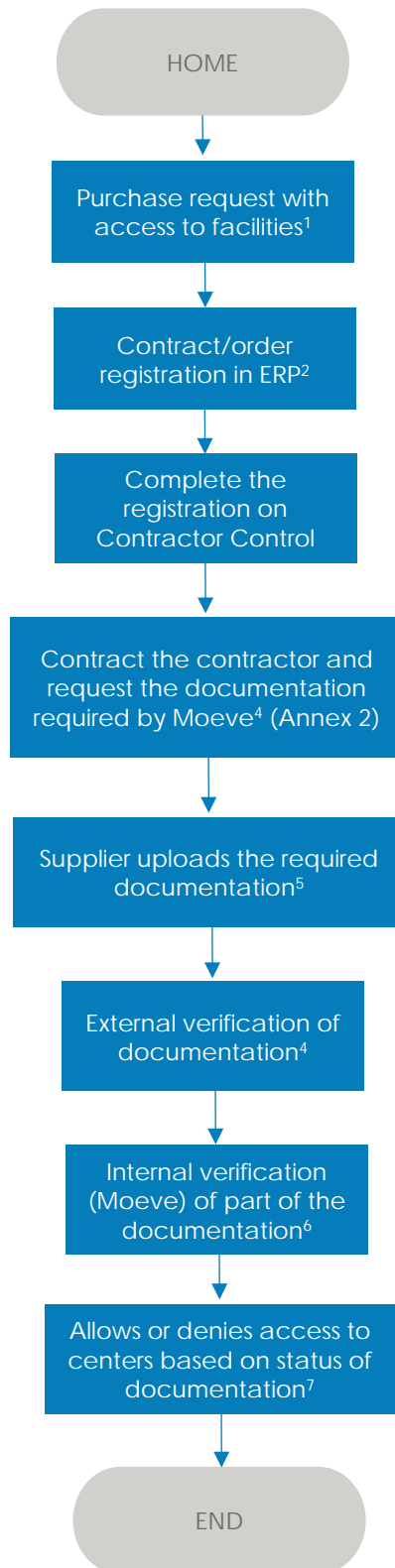
7 ACCESS FOR SERVICE COMPANY VEHICLES AND MACHINERY			
7.5	<p>Access to industrial facilities will only be granted to vehicles and machinery from authorized service companies, driven by personnel authorized to access the center.</p> <p>Note: Private Security personnel are authorized to inspect vehicles at the entrance to the facilities, according to particular instructions. Likewise, vehicles belonging to service companies are subject to inspections when exiting the facilities (asset exit check).</p>		Service companies
7.6	<p>Place in a visible position the card identifying the vehicle as authorized to access and drive in the facility (Annex 16 or equivalent).</p> <p>Note 1: To obtain the identification card, the documentation referred to in Annex 2 must be submitted.</p> <p>Note 2: Non-compliance with vehicle safety and traffic regulations will result in the immediate sanctioning of the driver, the expulsion of the vehicle from the Centre and the ban on replacing the vehicle with another.</p>		Service company
7.7	<p>Any machinery brought into Moeve facilities must be certified, have a statement of conformity, carry the "CE" marking and have the documentation indicated in Annex 2.</p>		Service company
7.8	<p>Carry out maintenance of the machinery as stipulated in the corresponding operations and maintenance manual, according to the manufacturer's instructions, and pass the applicable regulatory inspections.</p>		Service company
7.9	<p>Have an identification card or access control device for service company vehicles that will access industrial facilities and record their entry before accessing the center.</p>		Center
7.10	<p>Authorize access for vehicles entering centers for the sole purpose of offloading/loading machinery or materials.</p> <p>Note 1: Security (at centers where it exists) will contact the Moeve manager under whose responsibility the material or machinery is being received/delivered, or the person they designate, to obtain approval and allow the vehicle to enter.</p>		Security Department Access Control

Requirements for persons and vehicles to Access Moeve buildings and facilities

7 ACCESS FOR SERVICE COMPANY VEHICLES AND MACHINERY			
	Note 2: Basic safety rules for access and emergency instructions will be provided or made available to them. This information should include the route to be followed, the evacuation map, and meeting points.		
8 ACCESS FOR SUPPLIER AND/OR CUSTOMER CARRIERS			
8.1	<p>Request and check at least the following vehicle and/or carrier documentation, without prejudice to the provisions of other applicable regulations.</p> <ul style="list-style-type: none"> - Valid driver's license - Registration permit - ITV + Inspection report - Valid insurance - Registration in social security - Loading or unloading delivery note 		Security Department Access Control
8.2	Authorize access to supplier and/or customer carriers.		Security Department Access Control
8.3	Carry out vehicle inspections when entering and exiting the facilities, according to particular instructions.		Security Department Private Security Personnel
9 ADDITIONAL - REGULATION OF VEHICLE TRAFFIC AT THE CENTER			
9.1	Comply with all current traffic regulations and the provisions of Annex 17 on vehicle traffic regulations in centers.		All internal and external personnel

Requirements for persons and vehicles to Access Moeve buildings and facilities

Flow diagram for service company personnel access



¹ Requesting Unit

² Global Sourcing Solutions (Purchasing)

³ CBS

⁴ Contractor Control Platform: External system authorized by Moeve to control documentation related to Coordination of Business Activities and Access Control

⁵ Supplier

⁶ Security/ Prevention Service

⁷ Access Control

Requirements for persons and vehicles to Access Moeve buildings and facilities

Related Regulations

This regulatory document is mainly related to the following Moeve regulations:

- MO-00428 Global Sourcing solutions Operating Manual.
- MO-00446 Manual of Process Safety Management.
- PR-00070 Application of the Life-Saving Rules.
- PR-00124 Environmental and Safety procedure for Marine Terminals.
- PR-00228 Work Permit System.
- PR-00351 Measures Applicable to Service Companies for Safety Breaches.
- PR-00363 Safety in the Use of Drones at Moeve Facilities.

Annexes

- ANNEX 1 - Glossary of Terms.
- ANNEX 2 - Documents that contractors must present for access to centers.
- ANNEX 3 - Request for Authorization for Subcontracting (IMP-001060).
- ANNEX 4- Certificate of provision of the Prevention Plan an "Planificación de Actividades Preventivas" by the contractor (IMP-001469).
- ANNEX 5 - Acknowledgement of receipt of the information of risks and preventive measures in the workplace (IMP-001063).
- ANNEX 6 - Designation of Safety Coordinator (IMP-001064).
- ANNEX 7 - Cases where the designation of a "Recurso Preventivo" is required.
- ANNEX 8 - Designation of "Recurso Preventivo" (IMP-001065).
- ANNEX 9 - Designation of an execution supervisor (IMP-001066).
- ANNEX 10 - Cases where specific training must be accredited.
- ANNEX 11 - Specific medical fitness certificates.
- ANNEX 12 - Employee training and information certificate (IMP-001067).
- ANNEX 13 - Documentation to be requested from foreign companies and workers (replaces documentation indicated in Annex 2)"
- ANNEX 14 - Declaration for technical personnel from outside the European Union non-resident in EU states (IMP-001068).
- ANNEX 15 - Request for entry to the factory for non-Spanish speaking foreign staff (IMP-001069).
- ANNEX 16 - Vehicle entry card (IMP-001070).
- ANNEX 17 - Regulation of vehicle traffic in the center (IMP-001071).
- ANNEX 18 - Certificate of non-application of Safety and Health Plan or specific assessment of task in addition to the initial risk assessment of the company (IMP-001153).
- ANNEX 19 - Request for Vehicle Access to Industrial Centers (IMP-001154)
- ANNEX 20 - Conditions for the image capture by Moeve personnel.
- ANNEX 21 - Request for image capture by service companies' personnel (IMP-001464).
- ANNEX 22 - Urgency - Request for Access to Center (IMP-001465).

Requirements for persons and vehicles to Access Moeve buildings and facilities

- ANNEX 23 - Designation of the responsible of risk prevention/ safety in foreign company (IMP-001466).
- ANNEX 24 - Worker's Waiver of their Right to a Medical Examination (IMP-001467).

Requirements for persons and vehicles to Access Moeve buildings and facilities

Annex 1 "Glossary of Terms"

CONTRACTOR CONTROL PLATFORM

External system authorized by Moeve to control documentation related to Coordination of Business Activities and Access Control

DELEGATED ONE-TIME PURCHASES

Purchases in which the choice of supplier and amount is made by the requester of the need at the time the request is issued, as defined in MO-0428.

EMPLOYMENT CONTRACT

Work contract subject to Royal Legislative Decree 2/2015, of October 23, approving the revised text of the Workers' Statute Law, in accordance with the provisions of Article 1.1 of said Royal Decree.

WORK URGENCY

Work that needs to be done immediately, that can only be carried out in person and that involves an urgent need or a situation that requires immediate attention.

VISITOR

People who access the facilities occasionally and do not perform work in them.

Requirements for persons and vehicles to Access Moeve buildings and facilities

Annex 2 "Documents that contractors must present for access to centers"

No.	AREA	DOCUMENT	DOCUMENT REQUIRED					DELIVERY FREQUENCY	APPLICABLE TO	NOTES
			PROFILE A	PROFILE B	PROFILE C	PROFILE D	PROFILE E			
1	PROCUREMENT	Certificate of Registration in REA (authorisation of subcontracts)	See Note	NO	NO	NO	NO	Every three years	Work	Required for construction work, civil works, assemblies, etc. (RD1627/97)
2	PROCUREMENT	Certificate of non-payment of Social Security / RETA (self-employed workers) contributions	YES	YES	NO	N/A	NO	Annually	Company	
3	PROCUREMENT	Certificate of non-payment to Tax Office	YES	YES	NO	YES	NO	Annually	Company	
4	PROCUREMENT	Current liability insurance policy and receipt	YES	YES	YES	YES	NO	Annually	Company	
5	PROCUREMENT	Subcontracting request (if applicable) (Annex 3 / IMP-001060)	YES	YES	YES	YES	NO	By job	Work	
6	SAFETY	Certificate of Availability of the Contractor's "Plan de Prevención" (Annex 4/ IMP-001469)	YES	YES	NO	N/A	YES	Annually	Company	
7	SAFETY	Preventive organization by the company	YES	YES	NO	N/A	YES	Annual or Validity of legal audit for IPS cases	Company	For cases where an External Prevention Service is used, a letter from said EPS must be presented indicating the type of preventive organization that the contractor has and indicating that they are up to date on payment. In cases where the contractor has an Internal Prevention Service, documentation must be provided to demonstrate that they have successfully passed the legal audit.
8	SAFETY	Specific Risk Assessment for jobs at Moeve	YES	YES	NO	YES	YES	Every five years	Company	
9	SAFETY	Health and Safety Plan or Specific Risk Assessment for jobs at Moeve	YES or Annex 18	NO	NO	NO	YES or Annex 18	By job or Work	Work	Health and Safety Plan for jobs and/or projects affected by RD 1627/1997 on Construction Work; Specific task evaluation for work considered specific and/or with a certain risk. In cases where the Health and Safety Plan or Specific Task Evaluation is not required, Annex 18 will be filled out.

Requirements for persons and vehicles to Access Moeve buildings and facilities

Annex 2 (Continued)

No.	AREA	DOCUMENT	DOCUMENT REQUIRED					DELIVERY FREQUENCY	APPLICABLE TO	NOTES
			PROFILE A	PROFILE B	PROFILE C	PROFILE D	PROFILE E			
10	SAFETY	Acknowledgement of receipt of the information of risks and preventive measures in the workplace (Annex 5 / IMP-001063)	YES	YES	YES	YES	YES	Every five years	Worker	
11	SAFETY	Designation of safety coordinator (Annex 6 / IMP-001064)	YES	NO	NO	N/A	YES	Every two years	Worker	For profile E, office centers are excluded
12	SAFETY	Designation of "Recurso Preventivo" (Annex 8 / IMP-001065)	YES	NO	NO	When applicable	When applicable	Every two years	Worker	
13	SAFETY	Designation of execution supervisor (Annex 9 / IMP-001066)	YES	NO	NO	When applicable	When applicable	No frequency	Worker	Applicable for industrial centers and in cases where the activity carried out involves the execution of work permits.
14	SAFETY	Specific training certificate depending on job	YES. See Note	NO	NO	When applicable	When applicable	See Annex 10	Worker	Trainings and their expiration dates are specified in Annex 10
15	SAFETY	Access talk	YES	YES	YES	YES	YES	Every two years	Worker	Mandatory for industrial centers. Office centers, and Innovation Center are excluded.
16	SAFETY	General medical fitness certificate	YES	YES. See Note	NO	YES	NO	Annually	Worker	For profile B, a certificate or express waiver is required according to Annex 24. In Energy Parks and Chemical Plants, the noise protocol is mandatory.
17	SAFETY	Specific medical fitness certificate	YES. See Note	NO	NO	YES. See Note	NO	Annually	Worker	In the cases indicated in Annex 11
18	SAFETY	Employee training and information Certificate (Annex 12 / IMP-001067)	YES	YES	YES	N/A	YES	Every two years	Worker	
19	SAFETY	Acknowledgement of PPE receipt	YES	NO	NO	N/A	YES	Every five years	Worker	For profile E, excluded for PVD work in office centers
20	HR	TA2	YES	YES	YES	N/A	NO	With each contract	Worker	
21	HR	TC2	YES	YES	YES	N/A	NO	Monthly	Worker	In the case of interns from service companies, equivalent documentation will be provided.
22	HR	Declaration for technical personnel from outside the European Union non-resident in EU states (Annex 14 / IMP-001068)	YES	YES	YES	YES	YES	Whenever required	Worker	

Requirements for persons and vehicles to Access Moeve buildings and facilities

Annex 2 (Continued)

No.	AREA	DOCUMENT	DOCUMENT REQUIRED					DELIVERY FREQUENCY	APPLICABLE TO	NOTES
			PROFILE A	PROFILE B	PROFILE C	PROFILE D	PROFILE E			
23	SAFETY	Request for Vehicle and Machinery Access to Industrial Centers (Annex 19 / IMP-001154)	YES	YES	YES	YES	YES	According to document validity	Vehicles	Or equivalent.
24	SAFETY	Vehicle registration certificate	YES	YES	YES	YES	YES	According to document validity	Vehicle/ Machine	Only for machinery driving on the road
25	SAFETY	Insurance	YES	YES	YES	YES	YES	According to document validity	Vehicle/ Machine	
26	SAFETY	ITV	YES	YES	YES	YES	YES	According to document validity	Vehicle/ Machine	Only for machinery driving on the road
27	SAFETY	OCA (Authorised Control Body) certificate	YES	NO	NO	YES	YES	Annually	Vehicle/ Machine	Applicable to cranes, crane trucks (according to UNE 12999), and lift platforms (according to UNE 58921, UNE EN 280:1 and UNE 280-2, UNE EN 1495, UNE 1808). It is a legal requirement for cranes; for trucks and lift platforms it is a Moeve requirement. Also applicable to fork-lifts
28	SAFETY	Statement of conformity / CE marking	YES	NO	NO	YES	YES	According to document validity	Machinery	
29	SAFETY	Maintenance Certificate	YES	NO	NO	YES	YES	According to document validity	Machinery	
30	PROCUREMENT	Approval of the Supplier Code of Ethics and Conduct	YES	YES	YES	YES	YES	Not applicable	Company	Applicable to Subcontracts

- **PROFILE A:** General. For example: General maintenance work, especially those that involve access to process areas/ Elevated work/ Electrical work/ Work in Atex areas/ Technical revisions of ionizing sources/ Work in pilot plants, etc.
- **PROFILE B:** OFFICE WORK OR WORK WITH MINOR RISKS. For example: Administrative work / Work exclusively in office buildings/Computer work (except for work in process areas) / Training / Consultants (except for work in process areas) / Technical revisions of laboratory equipment (except for X-rays and equipment with carcinogens), etc.
- **PROFILE C:** BASIC. For example: in office buildings, work as a photocopier technician, vending machine technician, etc.
- **PROFILE D:** SELF-EMPLOYED WORKER WITHOUT EMPLOYEES
- **PROFILE E:** WORK WITHOUT PURCHASE ORDERS OR A CONTRACTUAL RELATIONSHIP. For example: regulatory inspections, consignees, technical visits, university researchers with partnership agreements, and employees of companies with whom there is a "partner on a project" relationship to whom a workspace is temporarily assigned.

Requirements for persons and vehicles to Access Moeve buildings and facilities

Annex 3 "Request for Authorization for Subcontracting"

REQUEST FOR AUTHORIZATION FOR SUBCONTRACTING

Mr./Mrs. [REDACTED] as representative of the Services Company [REDACTED] with tax ID (CIF) [REDACTED], contracted by MOEVE [REDACTED] as the main contractor to perform the following work:

- Description of the work: [REDACTED]

with order no. or contract [REDACTED] ; requests authorization to subcontract the work:

- Description of subcontracted work (1): [REDACTED]

To the Subcontractor Company [REDACTED] with tax ID (CIF) [REDACTED].

The services company guarantees that the Subcontractor Company has the legal, labor and occupational risk prevention documentation required by law and Specific MOEVE Regulation [REDACTED].

To that end, contractor companies must communicate the data of the companies that they subcontract with as soon as possible to MOEVE [REDACTED]. According to R.D. 171/2004, Article 10.2, contractor companies are responsible for collecting the necessary documentation from subcontractors and presenting it to the main employer.

"For those cases in which contractor companies act as data processors on behalf of Moeve, prior written authorization from Moeve is required in order to use subcontractor companies. To that end, contractor companies will gather the necessary documentation from subcontractors and deliver it to Moeve. There must be a data processing contract between said companies that includes the same data protection obligations as those stipulated in the contract between the contractor and Moeve. Likewise, contractor companies will inform Moeve of any planned addition or replacement of subcontractors, thus giving Moeve the opportunity to oppose such changes, all in accordance with the provisions of Regulation 2016/679 of April 27, 2016, regarding the protection of natural persons with regard to the processing of personal data and the free movement of such data."

In any event, the MAIN CONTRACTOR certifies that it has provided the SUBCONTRACTOR COMPANY with a list of occupational risks for subcontracted work, the associated preventive measures, and the corresponding emergency measures, as well as the documentation received from MOEVE [REDACTED] regarding occupational risk prevention that affects the subcontracted work and the Moeve Life-Saving Rules and their implications.

The previous documentation may be requested from the MAIN CONTRACTOR when MOEVE [REDACTED] deems it appropriate, and the contractor will keep it available at all times.

Likewise, both the main contractor and the subcontractor company accept and undertake to respect and ensure that their suppliers and subcontractors also follow the Code of Ethics and Conduct for Moeve Group Suppliers, which is available on Moeve's website at the following link: **Supplier Code of Ethics and Conduct.**

Requirements for persons and vehicles to Access Moeve buildings and facilities

Annex 3 (Continued)



In witness whereof, this document is signed.

In [redacted], on [redacted]

Requesting Company Signature and Stamp	Subcontractor Company Signature and Stamp	Authorizing Signatures	Authorizing Signatures
Main Contractor [redacted]	Subcontractor [redacted]	Work requestor [redacted]	Global Sourcing Solutions ⁽²⁾ [redacted]
Name and ID no.	Name and ID no.	Name and ID no.	Name and ID no.

(1) The description of the subcontracted work cannot match the description of the main contractor's work.

(2) Purchasing (Director of Global Sourcing Solutions (Purchasing), Head of Specialty or Global Sourcing Solutions Representative appointed as Contract Manager) For Delegated Purchases, this signature will not be necessary.

Requirements for persons and vehicles to Access Moeve buildings and facilities

Annex 4 "Certificate of provision of the Prevention Plan an "Planificación de Actividades Preventivas"



Form made in Word available in INTRANET → At Work → Policies and Regulations → Form Finder, with code IMP-01469



PR-231

CERTIFICATE OF PROVISION OF THE PREVENTION PLAN AND "PLANIFICACIÓN DE ACTIVIDADES PREVENTIVAS" BY THE CONTRACTOR



In [REDACTED], on [REDACTED]

For the purpose of compliance with the provisions of articles 16 and 23 of "Ley 31/1995, de noviembre de Prevención de Riesgos Laborales" and; as required in order to fulfil the statutory duty of coordination of business activities, pursuant to articles 4, 9 and 10 regarding the cooperation and monitoring duties of principal company, of **Real Decreto 171/2004**, dated 30th January, implementing Article 24 of "**Ley 31/1995**, de noviembre de Prevención de Riesgos Laborales";

Mr./Ms./Miss [REDACTED] as the representative of [REDACTED] **DOES HEREBY CERTIFY** that the aforementioned company has prepared a **PLAN DE PREVENCIÓN DE RIESGOS LABORALES**, which is held on file and available for inspection by employment authorities; as well as the **PLANIFICACIÓN DE ACTIVIDADES PREVENTIVAS FOR THE WORK AND/OR SERVICED CONTRACTED BY MOEVE [REDACTED]**.

In witness whereof, this document is signed.

Signature and Stamp of the SERVICE COMPANY.

|

Requirements for persons and vehicles to Access Moeve buildings and facilities

Annex 5 "Acknowledgment of receipt of the information of risks and preventive measures in the workplace"

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PR-00231

ACKNOWLEDGEMENT OF RECEIPT OF THE INFORMATION OF RISKS AND PREVENTIVE MEASURES IN THE WORKPLACE

Mr./Ms [REDACTED], on behalf of the **SERVICE COMPANY** [REDACTED] **does hereby CERTIFY** that he/she has received ⁽¹⁾ the information listed below from [REDACTED]:

■	1. Information about the risks of the workplace
■	2. Concurrent risks, where applicable
■	3. Measures to be taken in the event of an emergency
■	4. Personal protective equipment to be used (PPE)
■	5. MOEVE internal regulations, if applicable
■	6. Supplier Code of Ethics and Conduct
■	7. Others:

And therefore, hereby **CERTIFIES** that:

- He/she has received information from [REDACTED] regarding the risks present that could affect the workers of the **SERVICE COMPANY**, the preventive measures associated with said risks, the personal protective equipment to be used and the measures to be taken in the event of an emergency.
- He/she is aware and accepts the internal regulations and procedures of [REDACTED] relating to the work to be carried out and on matters of Health and Safety and shall provide workers with the corresponding PPE.
- He/she accepts the contents of said information, particularly in relation to the risks present, the prevention measures associated with said risks and the measures to be taken in the event of an emergency and the Live Saving Rules.
- He/she understood the contents of the aforementioned information and undertakes to convey it to workers with an end to providing suitable information regarding occupational risk prevention.

Furthermore, in the event that the contents of the documentation provided by [REDACTED] on matters of Health and Safety is unsuitable for the work to be carried out by the **SERVICE COMPANY**, said company shall compile an appendix document detailing all pertinent modifications, which shall be submitted to [REDACTED] for review and approval.

The documentation received from [REDACTED], is provided under the duty of cooperation for the development of worker activities, in accordance with the requirement for the coordination of activities.

In witness whereof, the present document is signed

In [REDACTED], on [REDACTED]

On behalf of the **SERVICE COMPANY**:

Signed:

(1) Physically or available through the Contractor Control Platform.

Requirements for persons and vehicles to Access Moeve buildings and facilities

Annex 7 "Cases where the designation of a "Recurso Preventivo" is required"

The presence of Preventive Resources will be required in the workplace in the following cases:

- 1) When the risks of a process or activity may be aggravated or modified by successive or simultaneous operations that require supervision of the correct application of previously developed work methods.
- 2) When carrying out activities or processes that are regulated as hazardous or with special risks (non-exhaustive list):
 - Elevated work with particularly serious risks of falling due to the particular characteristics of the activity being carried out, the procedures applied, or the working environment.
 - Jobs with risk of burial or sinking.
 - Working in confined spaces.
 - Work with the risk of drowning, referring to submerged work with underwater equipment.
 - Work with exposure to ionizing radiation in controlled areas.
 - Work with exposure to toxic and highly toxic agents.
 - Activities involving high-risk chemicals (prevention of major accidents in certain industrial activities).
 - Work with exposure to group 3 and 4 biological agents.
 - Surface and underground mining work, and boring on land or marine platforms.
 - Underwater activities. Risk of drowning due to submersion. Submersed work done with underwater equipment.
 - Activities in construction work, excavation, earthmoving and tunnels with the risk of falling from a height or burial and other work involving underground earth movements.
 - Production of compressed, liquefied or dissolved gases, or significant use thereof.
 - Work that produces high concentrations of silicon powder.
 - Work with electrical hazards, at high voltage or in close proximity to them.
 - Work carried out in caissons.
- 3) When required by the Labor and Social Security Inspectorate due to the work conditions detected.

The appointment of the Preventive Resource must be recorded, and in cases where their presence is necessary, they must be at the work center for the duration of the situation that necessitated their presence.

Requirements for persons and vehicles to Access Moeve buildings and facilities

Annex 8 Designation of "Recurso Preventivo"



Form made in Word available in INTRANET → At Work → Policies and Regulations → Form Finder, with code IMP-01065

PR-231

DESIGNATION OF "RECURSO PREVENTIVO"

In [redacted], on [redacted]

As required in order to fulfil the statutory duty of coordination of activities, pursuant to Articles 32 bis of **Ley 54/2003**, 22 bis of **Real Decreto 604/2006**, and 11, 12, 13 and 14 of **Real Decreto 171/2004**, implementing Article 24 of "**Ley 31/1995**, de noviembre de Prevención de Riesgos Laborales":

Mr./Ms./Miss [redacted] as the representative of [redacted], does hereby designate

Name and surname(s): [redacted]

National ID No.: [redacted]

Professional Category: [redacted]

as "**RECURSO PREVENTIVO**" in relation to matters of health and safety for the activities to be carried out by the aforementioned company at the **MOEVE** [redacted] centre. As a proof of his/her acceptance of the role, the aforementioned hereby signs this designation document for all pertinent intents and purposes, and for the purposes of the communication of the appointment to all other interested parties in relation to the duty of coordination of activities among all companies working concurrently at the same work centre.

Signature of "Recurso Preventivo"	Signature on Behalf of the Company

N.B.: Attach photocopy of the Basic Level Occupational Risk Prevention Certificate of the person signing as the "Recurso Preventivo" (minimum 50 hours).

Requirements for persons and vehicles to Access Moeve buildings and facilities

Annex 9 "Designation of Execution Supervisor"

DESIGNATION OF WORK SUPERVISOR

Mr./Ms. [] as the representative of the company [], which performs [] work on the premises of **MOEVE** [], **CERTIFIES** that Mr./Ms. [], with professional category of [] and minimum experience of one year, is a member of its staff and has trained to act as an **WORK SUPERVISOR** for the work that the company performs at the premises of **MOEVE** []. The responsibilities and functions of this position are set out in the PR-228 "Work Permits" procedure; these are summarised below:

The Work Supervisor for the work has the following responsibilities:

- To determine the specific risks of the activity in which the Executor is involved, understanding the implicit risks of the work and products involved, in accordance with information received from the authoriser.
- To identify and define the personal protective equipment needed for the work.
- To fill in the corresponding sections of the work permit.
- To inform and instruct all Executors under his/her responsibility on the risks and protective measures agreed in the work permit.
- To advise the Executor on how to do the work so as to avoid accidents.
- To collect the signatures of the Executors to ensure they have received and understood the precautions for the work.
- To ensure that the Executors comply with the requirements of the "work permit" and the safety regulations it contains.
- To inform the Authoriser if, for any reason, he/she needs to be replaced by another Work Supervisor, so that this person can properly coordinate the renewal of the work permit, stopping the activity until this renewal is complete.
- If the Executor is replaced, to ensure that the new Executor receives the relevant information and signs the copy of the Work Permit.
- To understand the procedures applicable to the work performed.
- To inform the Authoriser of any circumstance, anomaly, or unforeseen situation that might affect the normal course of work.
- To remain at the centre's facilities while the work is being done as per the permit for which he/she is the Work Supervisor.
- To deliver the properly completed work to operations and leave the area and equipment clean, tidy and safe.
- To ensure, that the Executors are authorised for the work they are carrying out by checking their ID cards: Working at height, electrical work, confined spaces, self-contained breathing apparatuses, etc.
- To act as a prevention officer complying with the requirements set out in law, accepting only those jobs that he/she can monitor effectively.

Date: []

Signature and stamp of the Company	Signature of the worker
[]	[]

N.B.: A photocopy of the worker's Basic Level Workplace Risk Prevention certificate (**minimum 50 hours**) must be attached.

Requirements for persons and vehicles to Access Moeve buildings and facilities

Annex 10 "Cases where specific training must be accredited"

For external training, the following considerations shall be taken into account:

External training	Validity	Reference
Forklift truck handling and driving	5 years	Practical content / UNE 58451 and/or RD1215 and NTP 713.
Work with mobile elevating platforms	5 years	In NTP 1040, it is recommended that training be in accordance with UNE 58293
Crane operator or tower crane operator	5 years	Self-propelled crane RD 836/2003 and RD 837/2003 1. (CCAA card) 2. Tower crane handling T/P200h (crane operator license)
Radioactive facilities operator (industrial x-ray)	5 years	RD 1836/1999 and NTP 589. Provide the license of the nuclear safety board
Biocides and pesticides	10 years	RD 830/2010
Legionella maintenance and prevention in high-risk facilities	5 years	Legionella prevention and control course approved by the different health departments.
Diving	5 years	RD 550/2020
Confined spaces	3 years	NTP 223 Work in confined areas
Scaffold assemblers	5 years	RD 2177/2004
Work with asbestos	5 years	RD 396/2006 NTP 1021 Work with asbestos: worker training
Crane signaler	5 years	UNE-58000, UNE-58158 and UNE 58161
Maneuver Director/Lead	5 years	Theoretical-practical training for maneuver, sling and signaling directors. PR-00353. RD 837/2003 (ITC) "MIE-AEM-4", Self-Propelled Mobile Cranes.
Self-contained breathing apparatus	2 years	See note ⁽¹⁾ .
Qualified worker	No expiration	Training and authorization will be verified in writing
Authorized worker	No expiration	Training and authorization will be verified in writing
Liquid Petroleum Product (LPP) installers or repairers	2 years	See note ⁽²⁾
Food handling	4 years	License or certificate. RD 109/2010
Bus drivers	5 years	Certificate of Professional Aptitude (CPA)
Vertical work	Certified validity	ANETVA ⁽³⁾ and IRATA ⁽³⁾ vertical work training certificate or procedures and techniques for access and positioning using ropes. Level I or II taught by the Construction Labor Foundation (CLF).
Training in the Metal Collective Agreement by trades	According to industry agreement	Metal Sector Professional Card Construction Professional for the Metal Sector Card
Training in the General Construction Sector Agreement.	According to industry agreement	Construction Professional Card
Firefighting practice extinguishing real fire	Certified validity	Certification by approved center

Requirements for persons and vehicles to Access Moeve buildings and facilities

Annex 10 (Continued)

MOEVE INTERNAL TRAINING	VALIDITY	SPECIFIC TRAINING
Flare network work	2 years	Training provided by the Prevention Service.
Confined space guard	2 years	Training provided by the Prevention Service
Execution Supervisor	2 years	Training provided by the Prevention Service
Self-contained breathing apparatus	2 years	Training provided by the Moeve Firefighting Service / Certified Center. ⁽⁴⁾
Work in Alkylation Unit	2 years	Training provided by Moeve's Firefighting Service.

- (1) In those centers where there are no FS personnel, ERAS training from certified external centers will be accepted. Said training will be based on the unified content established by Moeve, so that it can be validated at the other Moeve centers.
- (2) Certificate issued by the company recognizing the worker's professional competence acquired through work experience in the material subject to the Oil Facility Regulations and the Supplementary Technical Instruction MI-IP05. OR Certification granted by an accredited certification entity which includes at least the contents indicated in Appendices II, III or IV, as applicable, of the Supplementary Technical Instruction MI-IP05.
- (3) ANETVA (National Association of Vertical Work Companies) and IRATA (Industrial Rope Access Trade Association).
- (4) In centers where it is not taught by internal Firefighting Service personnel, training in ERAS from certified external centers will be accepted. Said training will be based on the unified content established by Moeve, so that it can be validated at the other Moeve centers.

Requirements for persons and vehicles to Access Moeve buildings and facilities

Annex 11 “Specific Medical Fitness Certificates”

- Fit for work at height
- Fit for work in confined spaces
- Fit for work with self-contained breathing apparatus
- Fit for underwater activities (diving)
- Fit for asbestos work
- Fit for work with ionizing radiation
- Fit for work with biological agents
- Fit for noisy work
- Fit for work with pesticides
- Fit for professional drivers
- Fit for data display screens

Requirements for persons and vehicles to Access Moeve buildings and facilities

Annex 12 "Employee training and information certificate"



Form made in Word available in INTRANET → At Work → Policies and Regulations → Form Finder, with code IMP-01067

PR-00231

EMPLOYEE TRAINING AND INFORMATION CERTIFICATE

In [REDACTED], on [REDACTED]

The Services Company [REDACTED] and on its behalf Mr./Ms. [REDACTED] with ID No. [REDACTED], CERTIFIES that the worker:

Full name: [REDACTED]

ID No. [REDACTED]

- In order to comply with the provisions of article 19 of Law 31/1995, of November 8, on Occupational Risk Prevention, has received training and information on the risks inherent to their activity and the measures required to prevent them, as well as the risks of the [REDACTED] workplace and concurrent risks that may interfere with their work activity, and has been instructed on the available control measures to prevent or reduce said risks, and the measures to be taken in emergency situations. Similarly, the Moeve Life-Saving Rules and their implications have been communicated to said worker.
- They have received information about the rules and procedures regarding personal data protection, to ensure compliance at all times with Moeve's ethical principles and current legislation on personal data protection.

In witness whereof, this document is signed.

Service Company Signature and Seal
(Signature of the employer or person who has such liability)

Requirements for persons and vehicles to Access Moeve buildings and facilities

Annex 13 “Documentation to be requested from foreign companies and workers (replaces documentation indicated in Annex 2)”

It is recommended that the service company has an interlocutor who is familiar with the aspects indicated in this annex and can expedite the document management indicated below with our Safety department / Prevention services and the Contractor Control Platform.

1) GENERAL COMPANY DOCUMENTATION:

- Updated civil liability insurance policy and receipt: annual delivery
- The (foreign) company of origin must designate an individual or legal person as a representative in Spain for any actions that may need to be taken before the Spanish Administration. This requirement is for temporary travel, there is no minimum duration.

2) CONTRACT/ORDER LEVEL DOCUMENTATION

- Specific Assessment of Risks for Work at Moeve: delivery biweekly
- Acknowledgement of Receipt of Risk Information and Preventive Measures at the Work Center (Annex 5 / IMP-001063): delivery biweekly
- Designation of the Head of Prevention / Security (Appendix 23): No expiration

3) WORKER-LEVEL DOCUMENTATION

- Foreign staff, whether from the European Union or not, must carry a valid identification document with a photo in order to authenticate their identity to the security service.

Document	Worker			
	Foreign resident in Spain	EU Foreigner	Non-EU foreigner resident in EU	Non-EU foreigner who is non-EU resident
Certificate of training and information (Appendix 12)	YES	YES	YES	YES
A1 (E101)	NO	YES	YES	NO
TA2	NO	NO	NO	YES
Medical fitness certificate ⁽¹⁾	YES	YES	YES	YES
Acknowledgement of PPE receipt	YES	YES	YES	YES
Employment contract or equivalent document that certifies the employment relationship	NO	YES	YES	YES
Travel letter/ Visa/ Residence authorization	NO	Travel letter ⁽²⁾	Visa ⁽³⁾	Residence authorization ⁽⁴⁾
Specific training ⁽⁵⁾	YES	YES	YES	YES
Statement for non-EU technical staff not residing in EU member states (Annex 14)	NO	NO	NO	YES

(1) In general, the medical examination must be carried out in Spain. For short stays of no more than 15 days, medical certificates from the country of origin will be accepted, translated. For office work or work with minor risks, an express waiver may be accepted according to Annex 24.

(2) The labor authority of the Autonomous Community where the services will be provided must be notified of the travel before it begins, unless the provision of services will not exceed 8 days, in which case such notification is not necessary.

(3) Visitor visa (stays up to 3 months) or residence permit in a State that is party to the Convention applying the Schengen Agreement, of June 14, 1985, depending on the worker's nationality and country of residence or residence visa (stays for over 3 months).

(4) Residence authorization and work permit within the framework of transnational service provision.

(5) Translated (stamped by Embassy or official body) or in English or French.

Requirements for persons and vehicles to Access Moeve buildings and facilities

Annex 14 "Declaration for technical personnel from outside the European Union non-resident in EU states"



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PR-00231

DECLARATION FOR TECHNICAL PERSONNEL FROM OUTSIDE THE EUROPEAN UNION NON-RESIDENT IN EU STATES

Mr./Ms. [REDACTED] with **(type of national identity document, passport or similar depending on the country)** [REDACTED] number [REDACTED], with the position of [REDACTED] and Acting as representative of the company [REDACTED], does hereby declare:

1. That the aforementioned represented shall be carrying out work and providing technical services at **(company, centre, address of the Group where the work is performed)** [REDACTED], consisting of **(description of the tasks to be performed)** [REDACTED] from **(start date)** [REDACTED] to **(end date)** [REDACTED] inclusive. [REDACTED]
2. For the provision of the service, it shall post Mr./Ms. [REDACTED], with **(type of national identity document, passport or similar depending on the country)** [REDACTED] number [REDACTED], whose nationality is [REDACTED] to the facilities.
3. And in consideration of the contents of points 1 and 2, based on the provisions of Spanish and EU legislation and any bilateral agreements on labour, safety and workplace risk prevention issues between Spain and **(country of origin of the posted technician)**, [REDACTED] certifies that:
 - a. A request for a residence and work permit for the transnational posting of Mr./Ms. [REDACTED] has been made to and authorised by the appropriate consulate.
 - b. Mr./Ms. [REDACTED] possesses the required qualifications equivalent to those in Spain or recognised expertise needed to carry out the functions that have been entrusted to him/her.
 - c. Mr./Ms. [REDACTED] has received thorough training and information on the safety and workplace risk prevention matters necessary to carry out the functions that have been entrusted to him/her. As well as information about ~~Moeve's~~ Life Saving Rules and their implications.
 - d. Mr./Ms. [REDACTED] has been subject to a general and specific medical examination, if required for the activity performed, and a favourable Work Capacity Medical Certificate has been issued for the performance of the functions. A medical examination has been carried out in Spain for postings of longer than 15 days.
 - e. A TA2 has been processed with the employment authorities for Mr./Ms. [REDACTED] as there is no Bilateral Agreement on Social Security. **(Only if there is no bilateral social security agreement between the countries)**.

Signed by [REDACTED] on behalf of **(name of company represented)** [REDACTED], with **(type of ID document, passport or similar depending on the country)** [REDACTED] number [REDACTED], in **(city, state/country)** [REDACTED], on [REDACTED] [REDACTED], 20 [REDACTED].

Signature on Behalf of the Company

Requirements for persons and vehicles to Access Moeve buildings and facilities

Annex 15 "Request for entry to the factory for non-Spanish speaking foreign staff"



Form made in Word available in INTRANET → At Work → Policies and Regulations → Form Finder, with code IMP-01069

PR-231

REQUEST FOR ENTRY TO THE FACTORY FOR NON-SPANISH SPEAKING FOREIGN STAFF

SUBJECT: REQUEST FOR ENTRY TO THE FACTORY

In compliance with Article 19 of **Ley 31/1995**, de 8 noviembre, de Prevencion de riesgos laborales", Mr./Ms. [REDACTED] from the [REDACTED] DEPARTMENT (of the MOEVE Group), requests authorisation for the entry of Mr./Ms. [REDACTED], from the Company [REDACTED] with [REDACTED] nationality. As this person does not speak Spanish, he/she will be accompanied at all times by Mr./Ms. [REDACTED] from the Company (MOEVE Group or external) [REDACTED], who knows the language and the safety procedures and measures to be taken in an even of an emergency.


The planned period of stay is from [REDACTED] up to [REDACTED].

Signed: [REDACTED] ID No.: [REDACTED]

Requirements for persons and vehicles to Access Moeve buildings and facilities

Annex 16 "Vehicle Entry Card"

Form made in Word available in INTRANET → At Work → Policies and Regulations
→ Form Finder, with code IMP-01070



Vehicle entry card

Company

Vehicle type

Number plate

Signature and **End date of authorisation**

..... / /

ID number:

This card must be displayed visibly on the windscreen of the vehicle

Date of issued //.....

Safety and vehicle traffic regulations

- All current traffic regulations must be complied with.
- As a general rule, the speed limit in our facilities is 30 km/h. However, the speed limits shown on the traffic signs will prevail.
- In order to access areas classified as having risk of explosive atmospheres, at least the following requirements must be fulfilled:
 - ✓ Establishment of the route to be followed.
 - ✓ Absence of explosive atmosphere.
 - ✓ Units or areas involved in stable operation.
 - ✓ The manager of the affected area must have confirmed that the necessary safety measures have been adopted and verified.
 - ✓ A flame arrester grille in the tailpipe of the vehicle.
- Vehicles may only be parked in designated locations. The vehicle must be left unlocked, with the engine switched off and the keys in the ignition.
- No vehicle may be parked so as to obstruct the passage of other vehicles or obstruct access to units, equipment, hydrants, monitors and fire-fighting equipment. If, for reasons of the work to be done, a vehicle (cranes, trucks, etc.) blocks a roadway or access, this must be reported properly to the Safety Department and
- Vehicles will be parked to minimise the manoeuvres needed for departure, facilitating evacuation in the event of an emergency.

Drivers are obliged to comply with these regulations and are agree to

Any breach of these rules will result in withdrawal of this card and the vehicle being banned from

Requirements for persons and vehicles to Access Moeve buildings and facilities

Annex 17 "Regulation of vehicle traffic in the center"

Form made in Word available in INTRANET → At Work → Policies and Regulations
→ Form Finder, with code IMP-01071

All current traffic regulations must be complied with.

In general, the speed limit in the facilities will be 30 Km/h. In any event, the speed limits indicated on vertical signage will prevail.

A distinction will be made between free circulation roads, which are roads that, under normal operation, are mandatory for all vehicles driving through the facility, and restricted circulation roads, which are those whose access for maintenance or other reasons must be justified, for example, by stating it in the corresponding work permit for the activity to be carried out in the area. The latter will be appropriately marked.

To access areas classified as at risk for creating explosive atmospheres (process units, loaders, basins, etc.) the following requirements must be met:

- The route to be followed will be established.
- Absence of explosive atmosphere.
- Units or areas involved in stable operation.
- Receive verification from the head of the affected area that the necessary security measures have been adopted and checked and have the corresponding permits (hot or circulation in process units) in the places established for this purpose.

In the process areas and surrounding roads, the vehicle will be parked with the engine off, unlocked, and with the keys left in the ignition.

No vehicle may be left parked in such a way that obstructs the passage of other vehicles or hinders access to firefighting units, equipment, hydrants, monitors, and booths. If due to the work to be performed, the vehicle (cranes, forklifts, etc.) may block a street or access, this must be properly reported to at least the center's Safety Department or Firefighting Service so that they are aware of its location and the possible issue created in terms of access to units or the circulation of firefighting vehicles.

Vehicles shall be parked in such a way that requires as few maneuvers for exit as possible, thereby facilitating evacuation in case of emergency.

All drivers must follow the Security Service's instructions regarding traffic and parking inside the facility.

Requirements for persons and vehicles to Access Moeve buildings and facilities

Annex 18 "Certificate of non-application of Safety and Health Plan or specific assessment of task in addition to the initial risk assessment of the company"

Form made in Word available in INTRANET → At Work → Policies and Regulations
→ Form Finder, with code IMP-01153



**CERTIFICATE OF NON-APPLICATION OF SAFETY AND HEALTH PLAN OR SPECIFIC ASSESSMENT OF TASK
IN ADDITION TO THE INITIAL RISK ASSESSMENT OF THE COMPANY**

In [REDACTED], on [REDACTED] [REDACTED], [REDACTED].

Mr./Ms. [REDACTED] representing the Service Company [REDACTED], hired by **MOEVE** [REDACTED] to carry out the work:

- [REDACTED], with order number [REDACTED];

CERTIFIES that since the work is NOT considered either specific or high risk and/or a Project covered by **Real Decreto 1627/1997**, setting down minimum health and safety standards for construction work, **IT IS NOT NECESSARY TO SEND A SPECIFIC EVALUATION OF THE TASK OR A HEALTH AND SAFETY PLAN, DIFFERENT FROM THE INITIAL RISK EVALUATION PROVIDED BY THE COMPANY FOR ENTRY TO THE CENTER.**

In witness whereof, this document is signed.

Signature and stamp of the SERVICE COMPANY

Requirements for persons and vehicles to Access Moeve buildings and facilities

Annex 19 "Request for Vehicle Access to Industrial Centers"



Form made in Word available in INTRANET → At Work → Policies and Regulations
→ Form Finder, with code IMP-01154

PR-00231

REQUEST FOR VEHICLE TO INDUSTRIAL CENTERS

1) REQUEST FOR ACCESS	1.1. Applicant Company []	1.2. Person Responsible []	
	1.3. Reason for Application []		
2) VEHICLE DATA	2.1. Vehicle Type []	2.2. Registration / Serial No. /Fleet No. []	
	2.3. Make []	2.4. Model []	
3) DOCUMENTATION	<p>Permission to access and drive in the installation shall be conditional upon submission of the documentation set out in Annex 2 of PR-231 using the computer tool set up for these purposes.</p> <p>Non-compliance with vehicle safety and traffic regulations will result in the immediate sanctioning of the driver, the expulsion of the vehicle from the Centre and the ban on replacing the vehicle with another</p>		
4) VALIDITY	4.1. Start date of authorisation []	4.2. End date of authorisation []	
5) APPROVAL	<p style="text-align: center;">Contractor Company</p> <p>Name: []</p> <p>Date and signature: []</p>	<p style="text-align: center;">MOEVE applicant for work</p> <p>Name: []</p> <p>Date and signature: []</p>	<p style="text-align: center;">Safety</p> <p>Name: []</p> <p>Date and signature: []</p>

(1) As defined in each center

Requirements for persons and vehicles to Access Moeve buildings and facilities

Annex 20 "Conditions for the image capture by Moeve personnel"

The capture of images (photo or video) is AUTHORIZED exclusively for the purpose of improving the identification of breakdowns and anomalous situations in the facilities, and the use of said images is always limited to the normal scope of their functions; any dissemination outside of this environment is expressly prohibited.

The capture of images in process areas must be carried out following these guidelines:

- The worker must ensure that there is no person whose image may be captured in the area where the images are going to be taken. Otherwise, you must inform the person in advance of your intention to take the aforementioned photographs (indicating, if necessary, the purpose of this task: to improve the identification of breakdowns or other anomalous situations), and then wait for the other person to leave the area in order to prevent their image from appearing in the photographs.
- If at the precise time the images are taken, a person appears and their image is captured, it must be immediately deleted.
- After the images are captured, if the employee detects in the camera itself or in the digital files that a person's image appears, they will immediately delete the photographs and any possible copies.

In cases where the images are taken using aerial drones within Moeve facilities, the instructions indicated in procedure PR-00363 "Safety in the Use of Drones at Moeve Facilities" will be applied.

To carry out this image capture, devices adapted to the areas' classification must be used, or, if this requirement is not met, a gas detector must be used at all times to measure explosiveness (%LEL), and the device must be disconnected and the employee must leave the area if the explosimeter activates, informing the area managers.

The image capture guidelines described above should also be taken into account in the present case of continuous monitoring of the workspace.

This authorization does not exempt the worker from processing the corresponding work permits, nor, if applicable, from notifying the operations personnel responsible for the area of both their presence in it and their intention to collect images.

NOTE:

Taking and using images is confidential, even when they are included or delivered in other documents such as internal studies, reports, proposals or offers. Under no circumstances should they be shared with third parties, whether individuals or legal entities, Spanish or foreign, public or private, present or future, without prior authorization from Moeve.

The capture of images described in this document must be included in the normal performance of the functions assigned to the corresponding employee.

Image capture and use is for the sole purpose of improving identification of breakdowns and anomalous situations that may occur in process areas.

The images may be delivered in other documents (such as internal studies, reports, proposals or offers), but always with the purpose described in the above point.

Due to the confidential nature of the images, their dissemination, transfer, sending, copying or any type of disclosure to natural or legal persons is expressly prohibited without Moeve's express authorization.

Requirements for persons and vehicles to Access Moeve buildings and facilities

Annex 21 "Request for image capture by service companies' personnel"

REQUEST FOR IMAGE CAPTURE BY SERVICE COMPANIES PERSONNEL

Mr./Ms. [REDACTED], in their capacity as [REDACTED] from the center [REDACTED], AUTHORIZES [REDACTED], with ID/Passport no. [REDACTED], belonging to the company [REDACTED] to capture images (photo or video) in the process areas of [REDACTED], exclusively for the purpose of improving the identification of breakdowns and anomalous situations at the facilities. **The use of said images is always limited to the normal scope of their functions; any dissemination outside of this environment is expressly prohibited.**

Image capture in the [REDACTED] process areas must be carried out following these guidelines:

- The worker must ensure that there is no person whose image may be captured in the area where the images are going to be taken. Otherwise, you must inform the person in advance of your intention to take the aforementioned photographs (indicating, if necessary, the purpose of this task: to improve the identification of breakdowns or other anomalous situations), and then wait for the other person to leave the area in order to prevent their image from appearing in the photographs.
- If at the precise time the images are taken, a person appears and their image is captured, it must be immediately deleted.
- After the images are captured, if the employee detects in the camera itself or in the digital files that a person's image appears, they will immediately delete the photographs and any possible copies.

In cases where the images are taken using aerial drones within Moeve facilities, the instructions indicated in procedure PR-363 "Safety in the Use of Drones at Moeve Facilities" will be applied.

Moreover, in addition to complying with the usual safety standards, in ATEX classified areas you must carry a flammable atmosphere detector (explosimeter) that allows you to continuously monitor the workspace.

The image capture guidelines (described above) should also be taken into account in the present case of continuous monitoring of the workspace.

The authorized activity will require a Work Permit: **YES** **NO**

Requirements for persons and vehicles to Access Moeve buildings and facilities

Annex 21 (continued)



This document must be carried at all times while the images are being captured.

Valid from [] to [] (unless otherwise indicated)

In [], on []

Name and Signature: []

NOTE: THIS AUTHORIZATION DOES NOT EXEMPT THE WORKER FROM PROCESSING THE CORRESPONDING WORK PERMITS, NOR FROM NOTIFYING THE OPERATIONS PERSONNEL RESPONSIBLE FOR THE AREA WHERE THE IMAGES WILL BE CAPTURED.

Taking and using images is confidential, even when they are included or delivered in other documents such as internal studies, reports, proposals or offers. Under no circumstances should they be shared with third parties, whether individuals or legal entities, Spanish or foreign, public or private, present or future, without prior authorization from MOEVE.

The capture of images described in this document must be included in the normal performance of the functions assigned to the corresponding employee.

Image capture and use is for the sole purpose of improving identification of breakdowns and anomalous situations that may occur in [] process areas.

The images may be delivered in other documents (such as internal studies, reports, proposals or offers), but always with the purpose described in the above point.

Due to the confidential nature of the images, their dissemination, transfer, sending, copying or any type of disclosure to natural or legal persons is expressly prohibited without MOEVE's express authorization.

Requirements for persons and vehicles to Access Moeve buildings and facilities

Annex 22 "Urgency – Request for Access to Center"

URGENCY - REQUEST FOR ACCESS TO CENTER

Mr./Ms. [REDACTED], as head of the department [REDACTED] and person requesting the work

- [REDACTED]
- with order no. or contract (1) [REDACTED];

Requests authorization for access to the center [REDACTED], without validation of all required documentation according to PR-231 "Requirements for persons and vehicles to access Moeve buildings and facilities."

Justification of the urgency
[REDACTED]

Likewise, he/she undertakes to ensure that the workers for whom access is requested will always be accompanied by a person knowledgeable about the center's safety procedures and measures to be taken in case of an emergency.

The persons authorizing this access will inform all the areas involved in order to regularize the situation as soon as possible.

Validity period: from [REDACTED] to [REDACTED]

In [REDACTED], on [REDACTED]

Requested by - Department head (2)	Approved by - Head of HR at the center/business/area or Head of Security or center manager.
[REDACTED] Name and Signature	[REDACTED] Name and Signature

(1) If there is no order or contract no., this should be indicated in the "Justification of the urgency" section.

(2) When the emergency occurs outside of ordinary working hours, the authorization to access the center will be given by the Factory Manager or equivalent, in centers where it exists or there are designated personnel for this purpose.

Requirements for persons and vehicles to Access Moeve buildings and facilities

Annex 23 "Designation of the responsible of risk prevention/safety in foreign company"



Form made in Word available in INTRANET → At Work → Policies and Regulations
→ Form Finder, with code IMP-01466

PR-231

DESIGNATION OF THE RESPONSIBLE OF RISK PREVENTION/ SAFETY IN FOREIGN COMPANY

In [] , on []

Mr. / Ms. [] , as the representative of the company [] certifies that:

Name and surname(s): []

National ID No. []

has the function of RISK PREVENTION/ SAFETY, for the activities to be developed by your company in the facility of MOEVE [] .

Signature of responsible of Risk prevention/ Safety	Signature of the Responsible for the Company
[]	[]

Requirements for persons and vehicles to Access Moeve buildings and facilities

Annex 24 "Worker's Waiver of their Right to a Medical Examination"



Form made in Word available in INTRANET → At Work → Policies and Regulations → Form Finder, with code IMP-01467

PR-231

WAIVER OF THE WORKER TO HIS/HER RIGHTS TO THE MEDICAL EXAMINATION

The worker Mr. /Ms. [] with the ID Card No. [] in the Service Company [] and in reference to the work

- []
- With the order number [] ;

, once having been informed according to Article 22. point 1 of the "Ley de Prevención de Riesgos Laborales"; voluntarily waives the periodic medical examination made available by the employer as the right of the worker.

In [], on []

Signature of the worker

Service Company

(Stamp of the Service Company)