

	<b>MANUAL FOR SUPPLIERS AND CONTRACTORS</b>				
	<b>SE.M.01.COL – QUALITY MANAGEMENT</b>	<table border="1"> <tr> <td style="text-align: center;"><b>Version</b></td> <td style="text-align: center;"><b>04</b></td> </tr> <tr> <td style="text-align: center;"><b>Date</b></td> <td style="text-align: center;"><b>February 7, 2014</b></td> </tr> </table>	<b>Version</b>	<b>04</b>	<b>Date</b>
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**1. PURPOSE**

Establish the SSAC guidelines for accomplishing contracted works.

**2. EXTENT**

Applies to all suppliers and contractors that have any kind of relation with Organización Terpel.

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## INTRODUCTION

Control in the procurement of services is an essential element of good governance in SISST (Occupational Safety and Health Comprehensive System) and environmental management. Every time it is necessary to establish stricter controls on the types of services that can be acquired, in order to prevent the realization of legal risks.

Detailed information must be established to contractors regarding current and potential risks that the provision of the service represent to the environment, health and safety of the worker. The following instructions are intended to preserve and maintain human health, minimize environmental impact and prevent occupational accidents and diseases, of all persons carrying out activities in Terpel, in the execution of works contracts or the provision of services.

The guidelines of this manual are mandatory by its contractors and their workers, consequently, their violation is sufficient cause for Terpel to suspend or terminate the respective contract.

When this document makes reference to “Terpel”, “Company” or “Organization” it refers to Organización Terpel or its related companies. Likewise when SSAC is mentioned, it refers to the area of health, safety, environment and quality of Terpel.

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## 1. QUALITY, SAFETY, HEALTH AT WORK AND ENVIRONMENTAL POLICY

At Organización Terpel S.A. and its related companies, we develop activities related to the distribution and marketing of fuels and lubricants, preserving the health and integrity of our employees, contractors, subcontractors, visitors, communities and stakeholders in harmony with the ecosystems in which we interact, through the following commitments:

- Conduct all our processes under strict compliance with the Law, the regulations of the sector and, when it does not exist, worldwide recognized international standards.
- Add value through products and services designed for people, which meet or exceed their expectations looking to win their loyalty.
- Execute our processes ensuring: control of hazards at work, compliance with the product, proper allocation and use of resources and pollution prevention.
- Identify, assess, control and prevent risks in order to minimize situations that may adversely affect the health of people, the environment or the good image of the company from any sphere.  
**Paragraph:** The quality of our products, the physical safety of our staff and the prevention of pollution to the environment will always be our priority.
- Respond effectively and timely all events (emergencies, contingencies and crisis) resulting from the development of our processes.
- Permanently promote cleaner operation practices in different work centers, seeking to ensure the sustainability of the business.
- Conduct our operations with the ultimate goal of generating progress in the regions where we operate, relations of partnership and respect with our suppliers and permanently positive surprise our customers and the community with which we interact.
- Measure and consistently communicate our management and work to continuously improve our processes and its ability to generate value.
- Clearly understand the policy of Quality, Safety, Health at Work and Environmental and act accordingly.



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## 2. GENERAL SSAC REQUIREMENTS IN CONTRACTING

### 2.1 Technical Documentation

Every contractor must submit the technical proposal where the characteristics, conditions and technical specifications of the offer concerning the completion of the service is reflected. Specifically it will include an item reflecting the characteristics conditions and technical specifications of the service, environmental, health and industrial safety actions the contractor has implemented to prevent and minimize the risks generated by the service provided, as well as any other information it deems necessary to make its offer more comprehensive regarding the service under contract

Likewise, the contractor must prove the suitability and competence of the workers who will perform the service, attaching the resumes and the necessary documentation to certify it.

In special cases, such as high-risk tasks Terpel may require the contractor demonstration of specific training or instructions received by the staff for the proper development of the work.

### 2.2 Legal Framework

This manual is of contractual nature.

All contracts will be adjusted to the contents of this manual, which clauses are considered an integral part of such contracts. The ignorance of the contract in any of its terms, the attached documents, which are part of it, or of the instructions or regulations of any kind that are issued or communicated by Terpel shall apply in the execution of the agreement and shall not release the contractor from its obligation to comply.

The contractor is obliged, with regards to the personnel it employs or subcontracts in the service of the contract, to comply with all the provisions on Labor, Social Security. Safety and Health Legislation during the execution of the contract that are applicable.

The contractor must indemnify damages and harm to human health and the environment that are caused to third parties as a result of the execution of the contract, unless they result from an immediate and direct order of Terpel's staff.

Based on the purpose and extent of the projected contract, before the beginning of the works, a list is made of the permits, licenses and authorizations that must be obtained from national, departmental, district or municipal agencies, and the requirements stipulated in the environmental legislation, and is specified who is responsible for making the proceedings required to obtain them.

In the event this manual does not include a rule applicable to the contractor in performing a service for Terpel, it does not release from, its compliance and that at any time the Company enforces it.

### 2.3 Obligations concerning environmental management

The Contractor is responsible for contingencies, contamination, environmental damages and events that can be attributed to him, his employees, their dependents or their contractors. To avoid such contingencies, contamination, damage, environmental events or accidents, the contractor shall adopt on

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a general basis the appropriate timely preventive measures that dictate good environmental management practices, especially those concerning the prevention of undesirable discharges in the sewer system, emissions of pollutants to the atmosphere and the abandonment of any type of waste, with extreme attention to the proper management of those classified as hazardous waste.

In the event of an accident of environmental nature must inform immediately the supervisor and the head of the work center to report it in the respective format and act according to procedures established by the Company or those established in the applicable regulations.

The contractor shall take timely measures to ensure strict compliance with environmental legislation in force that may apply to work done.

In the event of a breach of these conditions, Terpel may proceed with the temporary or permanent suspension of work, task or service work being the resulting losses borne by the Contractor.

The contractor before starting the work, task or services must identify the environmental risks of each activity and determine the controls that will be implemented to mitigate or eliminate them. This information must be sent to the supervisor of the work for approval and monitoring.

## **2.4 Obligations concerning industrial safety**

Every contractor or worker must plan the tasks to be performed and on these identify the risks to which it is exposed, defining in advance the type of control required. In the case of PPE the contractor shall ensure that the appropriate items are used. To define both the risks and the PPE the contractor must follow the instructions, procedures of O.T. and indications of the supervisor.

The use of other protective equipment will depend on the site and type of work to be done. These elements must be provided by the contractor since the beginning of work, without any limitation or excuse and must submit to the supervisor the support of reception by each worker.

All accidents suffered by workers of the contractor, however slight it may be, must be reported immediately to the Supervisor of the work and the head of the work center or person in charge of the work by Terpel and afterwards within a maximum period of 5 business days submit a full written report on the investigation of the accident; likewise, it must give notice to the Occupational Hazards Administrator of the Contractor.

### **Basic legal requirements in occupational safety and health**

- Ensure affiliation of the contractors' and subcontractors' employees to the Social Security System. (Health, Pensions and Occupational Hazards and those that apply in accordance with applicable regulations).

Every employer must affiliate and make the contributions of their workers to the comprehensive social security which includes pensions (AFP), health (EPS) and occupational hazards (ARL) in accordance with Law 100 of 1993, Decree-Law 1295 of 1994, and Decrees 1772 and 1994 and 723 of 2013, and the rules that modify or add them.



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- Payment thereof shall be made in the Comprehensive Formal of Payment of Contributions (PILA) of bank, for each one of their workers before the beginning of the project, work or service. Also, they must be submitted monthly during the period of the contract (within the first 10 days of each month).
- Must be ensured the affiliation to the type of hazard corresponding to the activity carried out in accordance to Decree 1607 of 2002 and other regulations that modify or add it.
- Every contractor shall ensure proper identification of its workers, including company clothing and card with the person's name, identification number, RH factor and the name of the ARL to which it is affiliated.
- Every contractor shall have an updated occupational safety and health management system.

Contractors and subcontractors are obliged to organize and run an Occupational Safety and Health Management System, aimed at preserving and improving the health of their workers in the workplace, in accordance to provisions of Resolution 1016 of 1989 of the Ministries of Labor and Social Security and Health, articles 28 to 30 of Decree 614 of 1984, article 10 of Resolution 2413 of 1979 Ministry of Labor and Social Security, and article 111 of Law 9 of 1979 and Law 1562 of 2012, as well as other rules that modify or add to the above.

- Every Contractor shall have a Hygiene and Industrial Safety Regulation.
- Every contractor who has under its service 10 or more workers must prepare the Hygiene and Industrial Safety Regulation in accordance with the rule contained in article 55 of Law 962 of 2005, which indicates the non-compulsory of the review and approval thereof by the Ministry of Social Protection, articles 350 and 351 of the Labor Code and article 10 of Resolution 2413 of 1979 of the Ministry of Labor and Social Security, as well as the provisions which modify or add to the above.
- COPASST (Joint Committee on Occupational Health and Safety)  
In order to develop the activities contained in the Occupational Safety and Health Management System, and allow integrated work in these matters among contracting and subcontracting companies of the same work must have formed their COPASST in the event of having more than ten (10) workers, otherwise, the Occupational Health and Safety Watchman must be appointed, who will serve as such. His functions and activities are regulated in Resolution 2013 of 1986 of the Ministries of Labor and Social Security and Health, articles 84 to 93 of Resolution 2400 of 1979 of the Ministry of Labor and Social Security, articles 12 and 13 of Resolution 1016 1989 of the Ministries of Labor and Social Security and Health, article 25 of Decree 614 of 1984 and article 63 of Decree-Law 1295 of 1994 and Law 1429 of 2010 and Decree 1443 of 2014, as well as other rules that modify or add to the above.
- Risk Factors Overview  
Contractors shall develop methodologies in their work fronts to identify hazards and assess risks, and thus implement appropriate control measures according to the following rules: Literal c of number 2 of article 10, numbers 1 to 3 of article 11 and numbers 1 to 3 of article 14 of Resolution 1016 of the Ministries of Labor and Social Security and Health, number 1, of letter c of article 30 of Decree 614 of 1984, article 62 of Decree-Law 1295 of 1994, article 13 Law of 378 of 1997, number 4 of article 10 of Resolution 2413 of 1979 of the Ministry of Labor and Social Security, articles 56, 57, 62 and 348 of

the Labor Code and Decree 1443 of 2014 as well as other regulations that modify or add to the above.

The contractor will prepare the risks overview (hazards matrix) of the activities to be developed by phases of the project (e.g. maintenance works, remodel areas, facilities, construction of the foundation, structure and supplementary works). This overview should be reviewed and adjusted during the development of the contract, especially when there are changes in working conditions, and will be the basis for planning and developing activities of the specific plan.

- Have an Emergency and Contingency Plan of the activities to develop. Demonstrate the evidence of its socialization. (Includes evacuation plan)

Contractors must ensure mechanisms to attend in a timely manner the emergencies that may arise in the work fronts, in accordance with the regulations contained in the following rules literal b of article 35 of Decree-Law 1295 of 1994, number 14) of the component b) of Unified Circular 2004 of the General Direction of Occupational Risks of the Ministry of Social Protection, article 205 of the Labor Code and Social Security, article 127 of Law 9 of 1979, number 7 of article 10 and number 18 of article 11 Resolution 1016 of 1989 of the Ministries of Labor and Social Security, and Health, literal j article 5 of Law 378 of 1997 and Decree 1443 of 2014 and other rules that modify or add to the above.

Among the mechanisms the contractor must have at least the following:

- ✓ First Aid Kit: must keep first aid kits in the operation areas, which will be kept in good aseptic and hygiene conditions. For the purposes of administering the kit must appoint a responsible person with basic knowledge in first aid, and keep a record of first aids where it is listed the type of injury, the equipment used, the patient's name and the date, time and patient signature.
  - ✓ Portable stretcher. Shall be rigid with the respective fasteners and belt with quick release and head immobilizers block type.
  - ✓ Communications mechanism: Must have a communication system for timely and well-coordinated response to an emergency situation.
  - ✓ Portable Fire Extinguishers: Must have fire extinguishers that can cover the areas in the event of a fire outbreak according to NFPA 10 standard, with their respective information signs on the location of the fire extinguisher and located in accordance with the NFPA 10 standard.
  - ✓ Transport of injured: Must ensure in the workplace, mechanisms for the transfer of the injured to medical centers, previously identified.
- PPE Matrix (Personal Protective Elements), according to the process or task to be developed, which will be provided to Organización Terpel. These PPE must be owned by the contractor, in no event will O.T. provide or lend PPE.

Contractors shall be obliged to provide personal protective elements that technically are appropriate with the risks generated in the work fronts and comply with specifications standards for each one. The obligation of the contractor or subcontractor in supplying the elements arises from number 6) part A) of the Unified Circular 2004 of the General Direction of Occupational Risks of the Ministry of Social Protection, article 230 of the Labor Code as amended by article 7 of Law 11 of 1984, articles 94 to

104 of Resolution 2413 of 1979 of the Ministry of Labor and Social Security, articles 179 to 201 of Resolution 2400 of 1979 of the Ministry of Labor and Social Security , articles 122 to 124 of Law 9 of 1979, as well as other rules that modify or add to the above.

- Precautionary maintenance program for machines, equipment and tools. (In the event it is required the use of intrinsically safe equipment, they must be presented to the supervisor or head of the work center so its use is endorsed).

The contractor shall have and execute a maintenance plan of the facilities, equipment and tools, writing down the detailed information of current conditions, possible hazards and prevention and protection systems required.

- Inspections Program for on-site facilities, machines, tools, emergency response equipment, PPE.

Contractors shall conduct regular inspections to different areas and work fronts, in order to identify and implement control measures, for hazards and risks to which workers are exposed. This in accordance with the rules contained in numbers 5 and 11 of article 11 and number 8 of article 14 of Resolution 1016 of 1989 of the Ministries of Labor and Social Security and Health, and letter f of article 11 of the Resolution 2013 of 1986 of the Ministries of Labor and Social Security and Health and Decree 1443 of 2014 as well as other regulations that modify or add the above provisions.

- Inspections shall be include, at least, the description of the methodology, participants, type of inspections, periodicity and monitoring of the recommendations (Inspections of work fronts, personal protective elements, tools, equipment, systems used for working at heights, electrical installations, emergency equipment).
- Procedure for investigation of incidents and accidents at work  
Contractors shall assume the obligation to investigate and report incidents and accidents at work, and proceed as established therein in accordance with the regulations contained in Resolution 1401 of 2007 the Ministry of Social Protection, and other rules that modify or additions thereto.
- Have a signs/demarcation program  
Since an adequate and appropriate use of demarcation and signage, helps prevent hazards and risks at the work fronts, contractors must include them in their implementation of activities in accordance with the regulations contained in number 17 of article 11 of Resolution 1016 of 1989 of the Ministries of Labor and Social Security and Health, in articles 202 to 204 of Resolution 2400 of 1979 of the Ministry of Labor and Social Security, articles 93, 94 and 206 of Law 9 of 1979, and other regulations that modify or add the above.
- El contractor must have a signage program and will be responsible for its compliance.

The signage program should have at least:

- ✓ Signs of roads being worked on, which will include if applicable barricades, cones and boards
- ✓ Preventive signs
- ✓ Regulations signs.
- ✓ Prohibition signs.

- ✓ Warning signs.
- ✓ Evacuation signs.
- Have a safety chats program.  
Contractors shall be obliged to provide induction, training and instructing to workers under their responsibility, in order to know aspects concerning occupational safety and health relevant in the implementation of their activities on the work front, according to the regulations contained in number 20 of article 11 of Resolution 1016 of 1989 of the Ministries of Labor and Social Security and Health, and literal g of article 21 of Decree-Law 1295 of 1994 and other rules that modify or add the above.
- Every contractor personnel shall ensure on their own account the development of a training program in occupational safety and health, at least two hours per week for all its staff and subcontractors.
- The program must consider the number of man hours of training offered, the timetable with execution dates, the agenda and the aids to be used. This program must cover at least the following subjects
  - ✓ Supervision of Industrial Safety.
  - ✓ Rules and safety procedures.
  - ✓ Protection against fire, handling fire extinguishers, prevention and emergency response, environmental protection and first aid.
  - ✓ Recognition of risk.
  - ✓ Use of personal protective elements.
  - ✓ Prevention of accident.
  - ✓ Reporting conditions and unsafe acts.
- Have a program for protections against falling which must include:
  - ✓ Identification of critical tasks involving risk of falling
  - ✓ Instructing and training (skills of the staff who will work at heights issued by SENA).
  - ✓ Rescue Plan for work at heights
  - ✓ Handling controls to be used for working at heights
  - ✓ Recognition of instructions and/or procedures of Terpel for the development of the work at heights
  - ✓ Fill out the permit system for works in heights
  - ✓ Safe Work at Heights Coordinator
- Have a procedure for working in confined spaces which must include:
  - ✓ Identification critical tasks involving confined spaces.
  - ✓ Instructing and training (skills of the staff that will work in confined spaces)
  - ✓ Handling controls to be used for working in confined spaces.
  - ✓ Recognition of instructions and/or procedures of Terpel for the development of the task in confined spaces.
  - ✓ PPE required for the operation
  - ✓ Equipment for gas measurement (includes monitor calibration card valid for at least one year). The equipment must be owned by the Contractor.
  - ✓ Work permit for confined space.



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✓ Rescue Plan for confined space.

- All contractor personnel must carry an identification card.
- The contractor will submit monthly to the person in charge of the workplace supports of payment of social security and occupational hazards in the Comprehensive Formal of Payment of Contributions (PILA).
- Training matrix according to the process or work that will be provided to Terpel (includes mandatory training on the program of work permits defined by Terpel.)
- Every worker must carry the document certifying compliance in training according to the requirements requested by Terpel
- There must always be a representative of the contractor at the site of execution of the work. For high-risk jobs it must have a representative with expertise in occupational health safety and environment so that all associated risks are identified and controlled.
- The contractor must keep the area in which the work is done in the best working condition, order and cleanliness and responds to any disablement, loss, damage, deterioration and destruction of inventoried material.

**Schedule of Occupational Safety and Health activities:** The contractor must submit and implement schedules of activity, in industrial safety and occupational health weekly.

### 2.5 Obligations of the contractor concerning works and installations

- The Contractor undertakes to provide and install the equipment necessary for the proper performance of the contracted services. Terpel through its supervisor or person in charge, will inspect the works and installations to be made by the contractor.
- Terpel assigns the contractor the areas designated on the premises for the development of service, allows the performance of the works, remodeling, adaptation and improvements offered by the same and established in the contract.
- The contractor agrees to keep all areas in the best operating conditions, orderliness, cleanliness and responds for the disablement, loss, damage and destruction of inventoried material, being at their own account and risk to immediately replace them with others of the same quality, brand and specifications as the initial ones. The contractor provides the necessary auxiliary material to perform the work.
- The comprehensive cleaning and maintenance of equipment and facilities being worked upon is responsibility of the contractor, performing it at times that do not inconvenience employees, these being set by the head of the work center.



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- The Contractor shall not have over the fixed facilities, other rights than to use them during the period of the contract. The contractor is not granted possession, which remains in Terpel S.A. and only the use as needed.
- Must ensure that access roads and evacuation routes in the company are not obstructed with the contractor's working materials.
- The contractor will install temporary signage for traffic control in case it is required.
- Signal work areas where the service are provided to minimize the risks of personnel and facilitate the work of environmental supervising and industrial safety.

### 2.6 Obligations concerning staff

- There must always be a representative of the contractor at the site of execution of the work. The contractor and its representative at the site of execution of the work must provide their names, addresses and telephone numbers to the Supervisor or person in charge of the work by Terpel so they can be reached in an emergency, or if problems arise that must be solved by the contractor.
- Nor the contractor nor its employees may enter work areas that have not been assigned to them.
- To enter a work area or section other than the one mentioned permission must be obtained from the Supervisor or person in charge of the work by Terpel.
- The contractor agrees to submit monthly to the management of the company the supports that prove that each employee has no debt with the payment of contributions to social security and occupational risks. The contract will automatically terminate, once the administration has proof of the delay, deferral or postponement in the payment for these items.
- The contractor is responsible that workers under his responsibility comply with the general rules of discipline, good behavior, grooming and working hours.
- No introducing of alcohol or other unauthorized substances to work places. Do not show up or stay in the work places under the influence of alcohol or any other genre or contagious infectious disease.
- It is strictly forbidden to smoke in any facility of or work contract by Terpel.
- No use or carrying mobiles, cameras, radios or other elements in the operation areas where it is prohibited. (These should be left in lockers or locker rooms).
- Refrain from operating without proper authorization, machinery, equipment and tools of Terpel. Nor contractors nor their employees may use equipment of the workshop, tools, machinery or items belonging to the Organization.
- Must be observed and complied with safety signs installed in the areas of the company.

- It is strictly forbidden to operate the equipment of Terpel. If accidentally damages are caused to an equipment, must be immediately notified the supervisor of the area and the supervisor.
- The contractor is responsible for promoting permanent safety campaigns among its employees (daily safety chats), and to make known all the provisions of this manual. Any doubts in this regard can be clarified by the Supervisor. Likewise, the contractor must first instruct its staff on the risks inherent to the works to be done and in relation to the adequate environmental and safety measures that must be observed in implementing them.
- It is forbidden the transportation of personnel in freight elevators, in running boards of vehicles, on top of cabins, on top of the materials or in the middle of toxic or flammable substances.
- The contractor and its employees are required to attend training courses for staff on issues of health, safety and environment that are scheduled by Organización Terpel.

## **2.7 Obligations concerning work permits and Job Safety Analysis (JSA)**

- The contractor is required to fill out work permits according to the activity to be performed and fill out the Job Safety Analysis (JSA) format, identifying the risks in SSA in each activity and recording controls to be applied to prevent or mitigate them. After filling out the JSA the appropriate permits should be filled out according to the work to be done, these formats are:
  - ✓ General work permit
  - ✓ Work at heights permit
  - ✓ Work in confined spaces permit
  - ✓ Work for excavation permit
  - ✓ Hot work permit
  - ✓ Work for decoupling equipment permit
  - ✓ Electrical work permit
- The contractor is obliged to attend training that are scheduled on this subject by Terpel. This training must be prior to the development of hired work and is a prerequisite for issuing work permit.
- For the identification and registration of controls will be taken into account those described in this manual and those inherent to each work or area to be worked upon.
- Each work permit will have a maximum duration of 12 hours and the Job Safety Analysis will have a maximum duration of 8 days provided the working conditions laid down in the document do not change or alter.
- The methodology and work permits format the contractor must use will be similar to those of the Organization, with the novelty that these documents will only have the logo of the contractor that will perform the work.
- Failure to fill out the permits and JSA will be grounds for the suspension or termination of the contract.

## 2.8 Inspections

The Supervisor and the SSAC Supervisor of the corresponding regional or any employee of Terpel, will make regular inspections to ensure that all Environmental, Safety and Health Regulations are complied, having the authority to suspend the work if, in his judgment, he considers these rules are being infringed. In this case, the Contractor is not entitled to claims for loss of time, damages, additional costs or delays. The information related to the inspections will be recorded in minutes of review or on the respective book or logbook of the work.

## 2.9 Recommendations for emergencies

- Before starting any work, the Contractor shall coordinate with the Head of the work center or its representative, an induction to workers where they inform the procedures in case of emergency or evacuation of the workplace in accordance with the emergency plan, as well as evacuation routes and meeting points.
- Neither contractors nor their workers must remove equipment and fire extinguishers from the sites where they are located, without the authorization of the supervisor or person in charge of the work by Terpel. In the event that an emergency situation is detected must be notified immediately to the supervisor or person in charge of the work and the head of the work center, so they make take the decision to activate the Emergency and Contingency Plan, and the necessary actions are carried out to control the situation.
- No hydrant or cabinet must be used to get water from it without prior authorization from the supervisor or head of the work center. Similarly it is not allowed to operate valves of the fire alarm system without prior authorization and ensuring that they are positioned as determined by the security defined by the work center.
- In case of fire, the contractor and its workers must attend in first instance with the fire extinguishers and report immediately to the supervisor and Head of the work center. In case of declared fire only Terpel's operating personnel is authorized to use the fire control systems, therefore they should retire from the affected area and go to the meeting point to await instructions from the head of workplace.
- It is forbidden to park vehicles in front of hydrants or firefighting equipment or in any way block access to their operation. Likewise, should not be blocked the exits of buildings, intersections or entrance to plants.
- In the event the works require the handling of products, the contractor must have a spill kit with a capacity above 35 gallon y and demonstrate that his workers are trained in handling thereof.
- Whenever it is required to work on a tank or product pipeline must be applied the necessary lock and labeling to prevent any spillage or leakage of product for lack of a required lock.
- Any loss product that is generated because of inadequate prevention of work, this will be charged to the contractor.

- Contractors must ensure mechanisms to respond in a timely manner between the emergencies that may arise in the work fronts, in accordance with the regulations contained in the following rules literal b of article 35 of Decree-Law 1295 of 1994, number 14) of the component b) of Unified Circular 2004 of the General Direction of Occupational Risks of the Ministry of Social Protection, article 205 of the Labor Code and Social Security, article 127 of Law 9 of 1979, number 7 of article 10 and number 18 of article 11 Resolution 1016 of 1989 of the Ministries of Labor and Social Security, and Health, and literal j article 5 of Law 378 of 1997 and number 12 of article 12 of Decree 1443 of 2014, as well as other rules that modify or add to the above.
  
- Among the mechanisms the contractor must have at least the following:
  - ✓ First Aid Kit: must keep in the operation areas first aid kits, which will be kept in good aseptic and hygiene conditions. For the purposes of administering the kit must appoint a responsible person with basic knowledge in First Aid, and keep a record of first aids where it is registered the type of injury, the equipment used, the patient's name and the date, time and patient signature.
  - ✓ Portable stretcher. Shall be rigid with the respective fasteners and belt with quick release and head immobilizers block type.
  - ✓ Communications mechanism: Must have a communication system for timely and well-coordinated response to an emergency situation.
  - ✓ Portable Fire Extinguishers: Must have fire extinguishers that can cover the areas in the event of a fire outbreak according to NFPA 10 standard, with their respective information signs on the location of the fire extinguisher and located in accordance with the NFPA 10 standard.
  - ✓ Transport of injured: Must ensure in the workplace, mechanisms for the transfer of the injured to medical centers, previously identified.



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### 3. SPECIFICATIONS FOR EXECUTING WORKS

This chapter describes the objective, exact, clear and complete rules that enable the preparation of the offer and the execution of works to ensure an objective choice that does not mislead contractors or Terpel. According to the service provided must be complied each one of the specifications presented below:

#### 3.1 Chemical substances management

- The contractor is responsible for handing to the Supervisor or responsible for the work by Terpel, the list of chemical substances used during the provision of the service with their respective safety data sheets, in addition to keeping them in a place near the worksite and easy access for workers.
- The contractor will have all the safety data sheets for all chemical products. They must be in Spanish, updated and have the 16 sections as required by law.
- The contractor shall have labeled all chemical substances to be used during the provision of the service in accordance with the classification systems established by Terpel.
- A specific place will be arranged within the work for storing chemical substances, which has sufficient ventilation to prevent the accumulation of gases. This place should not be outdoors, it must have a roof, access control and must appropriately marked.
- The contractor will use shelves for storing chemical substances resistant to attack by acids and noncombustible, resistant to the weight of the container and that are fixedly connected to a permanent structure. It is forbidden the use wooden shelves. Do not store chemical substances higher than at eye level.
- The storage place for chemical substances will be exclusive to these, not mixed with other elements or food.
- At the entrance to the storage of chemical substances there will be a BC Dry Chemical Powder fire extinguisher of minimum 10 lbs.
- The storage of chemical substances should be according to their compatibility and demonstrate its source. It is necessary that the site has a compatibility matrix.
- Storing areas should be clean and free of obstacles.
- The sites for storing cans with hazardous substances equal or greater than 500 gallons bulk must have containment dikes with perfect waterproofing on the walls and floor. Such dike must have a minimum capacity of 110% of the higher volume of product stored there. This also applies for works of repackaging in smaller containers. In no event can there be a direct connection between the containment dike and the sewerage system.
- If transfer is necessary, the contractor will have hand pump to perform this task or other elements that help to make it easier.
- Depending on the level of flammability of stored chemical products, measures to control sources of electric heat must be taken.
- The contractor must request its supplier of chemicals substances every time it will acquire a new substance, to present alternatives that are less harmful to the environment and consult it with the person environmentally responsible in the Company. The contractor or supplier shall provide safety data sheet to the supervisor responsible for the work.
- The contractor may not store in the work centers of Terpel chemical substances not approved by the supervisor and if it does its contract may be suspended or canceled.
- All personal protective elements required for the safe handling of chemical substances must be used.



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- The contractor shall have a spill kit; the elements of this must be consistent with the chemical substances that will be used.
- The contractor must have an emergency shower and eyewash station, if it is not possible to have fixed ones, it must at least have a portable eyewash station or eye wash bottles.
- The contractor must have training in safe handling of chemical products and waste management thereof and also adopt the standards defined by Terpel in each of its facilities

### 3.2 Comprehensive waste management:

Terpel presents below the standards that must be complied for the proper management of waste generated by the provision of services by suppliers and contractors.

Definition of Waste and color code:

- **ORDINARY.** Green container. This group includes leftover food, yard waste (flowers, plants), disposable napkins and waste that do not have potential to be used.
  - **RECYCLABLE.** Gray container. Gathers waste such as paper (magazines, books, newspapers), cardboard, glass containers, plastic bags and containers, computer parts, scrap that can be used.
  - **HAZARDOUS.** Red container. To this group belong, used oils, materials contaminated with grease, containers of chemical substances, waste chemical substances, batteries, exhausted print cartridges, among others.
- Hazardous solid waste generated by the provision of the service must be deposited in red bags and its contents declared. They should never be mixed with ordinary or recyclable waste nor must they be handed over to municipal cleaning services.
  - Implement a comprehensive waste management program which ensures their correct segregation at source, proper storage and proper disposal complying with the procedures of Terpel and current environmental regulations. In case the work is done inside a work center it must align with the waste management program of the site if one exists.
  - In the event there is no information on how to handle certain waste, the SSAC Supervisor of the region must be informed, who will give specific handling instructions.
  - In case of garden waste the contractor is responsible for properly storing the waste prior to its final disposal.
  - For used oils generated by the maintenance of transformers, or other activity, must be performed the proper final disposal with an agent authorized by the environmental entity. These oils must be stored in properly labeled containers and its storage may not exceed 12 months of the date of packaging.
  - Properly segregate waste that are potentially usable, to be stored in designated sites for its future handover.
  - The supplier or contractor must prove to the SSAC supervisor or supervisor of the work or service the environmental licenses of final waste disposal agents used for hazardous waste management and disposal of debris. The contractor shall provide for the payment of its service or work all certificates of final disposal of hazardous waste and debris issued by the agent thereof.
  - All hazardous wastes must be labeled before handing them over for their disposal.



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### 3.3 Discharge management

- It is forbidden to discharge used oil into sewers in all activities that are generated, this should be stored in containers properly labeled “Hazardous Waste” and handed over to the final waste disposal agent authorized by the environmental agency and approved by the supervisor of the work or the SSAC supervisor of the regional.
- When the contractor is going to provide a service inside Terpel’s work centers it must conduct a survey of oily lines and rain water, ensuring that the liquid discharges are disposed of in the designated sites.
- Avoid clogging of gutters, drains and treatment systems with waste generated by the provision of the service.
- Drains, sewers or grates adjacent to the work being carried out must be protected with a mesh to prevent their saturation.

### 3.4 Efficient use of natural resources:

#### **Recommendations for efficient use of water.**

- In case of detecting leaks in the pipeline, sanitary tank or any aqueduct terminal immediately inform the Supervisor for its immediate repair.
- Do not use the toilet as a trash can, since every time the lever is pulled to remove tissues, cotton, etc. up to 12 liters of water is wasted per flush, in addition to the risk of clogging drainage pipes.
- Close the faucet when soaping hands.
- In the construction and/or remodeling works portable toilets must be installed according to the number of workers.

#### **Recommendations for efficient use of energy.**

- Using the apparatus according to the recommendations for use, maintenance and safety recommended by the manufacturer to extend its life.
- Try to turn off and unplug appliances that are not being used, including voltage regulators.
- When leaving the workspace, turn off the lights, computers and all electrical items being used.

### 3.5 Work at heights

To carry out working at heights must be considered:



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- Previously request work permits to Terpel (**work at heights permit Format**) and the JSA (**Job Safety Analysis format**) and fill them out according to the guidelines of work permits specified in number 2.7 of this manual.
- For all work at heights the contractor must have a Work at Heights Coordinator who must issue the work at heights permit.
- The contractor must plan the development of the tasks prior to the beginning of these, defining preventive controls that best apply to the work. Similarly, the contractor must establish controls for protection in case of fallings such as: Railings system built as a method for prevention of falling or scaffolds which shall comply with the specifications given of anchoring, slings and harness duly certified under ANSI Z 359.1 standard.
- The obligations under resolution 1409 of 2012, which are mandatory:

<b>TYPE OF REQUIREMENT</b>	<b>MEASUREMENT</b>
Structural resistance of the railing	Minimum 200 pounds (90.8 Kg) of point load in the middle point of the upper crossbeam of the railing applied in any direction.
Height of railing ( From the surface where it is walked and/or worked, to the upper edge of the crossbeam)	At least 1 meter over the surface of the work, existing railings that are below must be adjusted in a period no greater than 8 years to the requested minimum height, as of this Resolution.
Location of the middle horizontal crossbeams	Must be placed at maximum 48 cm between them.
Separation between vertical supports	That which guarantees the requested minimum resistance.
Height of baseboard	Minimum 9 cm, measured from the surface where it is walked and/or worked. IF there are accumulated materials whose height exceeds the baseboard and may fall into the void, a net, tarpaulin must be installed.

- Comply with all current national legislation in work at height regardless it came into effect after the delivery of this manual.
- It is mandatory the use of personal protective elements during the activities that are being developed, according to the PPE (Personal Protective Elements) Matrix by process or work presented by the contractor.
- The contractor shall have a rescue at heights procedure.
- In weather conditions such as rain, earthquake or tremor, the activities that are being performed at heights shall stop immediately.
- Cannot return to the workplace without previously verifying the safety conditions in the area and without prior authorization from the responsible by the head of the work center.

Officials of the contractor must be competent personnel and with certificate for safety work at heights issued by SENA or any of the private entities approved by it.

- The contractor must place caps in all the holes with caps that resist 2 times the maximum intended load. Likewise unevenness must be demarcated to be visible.
- The contractor must place warning lines in areas of risk of falling at a minimum distance of 2 meters away from the edge.
- The contractor cannot use as anchoring points process pipes, railings, power lines, trays with electrical wiring, chains or equipment used for lifting loads, materials with welding that have not been certified by a qualified person, nor structures of scaffolds that are not certified.
- The contractor must verify that the officials do not move through surfaces at height (greater than 1.5 meters above a lower level) without being permanently anchored to a lifeline, with an anchoring point preferably over the shoulder. If it is not possible this last requirement greater emphasis must be made in the calculation of the total falling distance to implement the falling protection system.
- The contractor is responsible for providing dielectric harness, when the works at heights involve risk of electrocution. Likewise a special harness must be had in works involving welding.
- The contractor must ensure the good condition of falling protection equipment and personal protective elements, performing inspections before each use. In the case of deteriorated equipment or that has been subjected to falls, they cannot be used.

#### **Of the works at heights with scaffolding**

- Scaffolds must be inspected prior to their use. Must report on the current condition of the scaffolding to supervisors, place of the scaffolding and physical conditions of scaffolding (damage, deformation, rupture of anchors, etc.). Work platforms shall have a minimum of 60 cm. wide. The scaffolding must be anchored to an external structure other than rails or any other element that does not support the scaffolding.
- The boards used or work platforms must completely cover the surface where the work will be done and should be fastened to the structure of the scaffolding. They must have a thickness of at least 4 cm, and of good quality, without cracks, disruptions or gaps.
- If required to lift loads to the top of the scaffold, there must be an uplifting system independent from the scaffolding.
- All parts of the scaffold shall be leveled and well connected to prevent them from swinging and moving.
- Must be checked the resistance of the ground where the scaffolding will be mounted, which shall be mounted on a flat, compact surface or alternatively on leveling boards, planks or legs. It is strictly prohibited to support scaffolding tubes on supplements consisting of drums, various materials (bricks, slabs, etc.), wooden turrets, etc.
- Must have a lifeline system connected to the harness for officials who get on the scaffold.

- There should be an anchoring point of the lifeline for workers, independent from the scaffold. If it is not possible, can be used the structure of the scaffolding only as a restraint system, the slings used cannot be longer than 30 cm and without energy absorber.
- A distance of 5 meters will be kept when working around power lines, if there is need to work within this distance, the lines must be de-energized and locked. The distance between the scaffold and the work area shall not exceed 30 cm.
- The scaffolding will have baseboard in order to stop falling of objects and tools.
- No ladders will be used to paint the walls of the tanks, it must be done by scaffolding.
- Climbing up and down will be made from the inside of the scaffold never on the outside.
- Scaffolds must have internal stairs for workers to climb and come down.
- It is forbidden to work on the platform of the crest of the scaffold, if it has not been previously closed with solid rails of 1 meter tall formed by handrails, middle bar and baseboard.
- It is prohibited to move the mobile scaffold tower when staff and/or materials are on it.
- When tasks are executed on the scaffold, the platform must be fixed to the floor, if the turret (or scaffolding) has wheels they should be blocked completely.
- Hanging scaffolds must be anchored to the structure and should not be separated from it with more than 45 cm.
- Hanging mobile scaffolds shall not be more than 8 meters long.
- The scaffold platform must support three times the workload (includes weight of workers and materials for the operation). A test will be performed before the operation and will be left in writing: Place the scaffold on the floor, placing a load four times greater than it can handle and lift it 30 cm.
- Suspension cables for hanging scaffolds should be in steel wire and resist at least 5 tons (5,000 kg.).
- The suspension cables for the scaffold and the rope or cable for the lifeline must have in their upper end a safety hook, certified by the manufacturer for this type of scaffold, and in no event is the use of knots is permitted.
- The raising and lowering of the scaffold must be balanced and uniform. Lifting systems for hanging scaffolds must meet the following requirements:
  - ✓ Have been designed for use of hanging scaffolds and have a manufacturer's quality certification.
  - ✓ Have an operation and maintenance manual.
  - ✓ Having printed the name, the load for which it was designed and the date of the last inspection made.
  - ✓ Must have a system to prevent the rapid unwinding of the cable (Brake). This system shall be checked each time the scaffold is used.
- The scaffold's anchoring points may not be the same anchoring points for workers who perform tasks on this platform.
- The anchoring points must be able to bear the full weight of the operator, load of the material and load of the scaffold, allowing the personnel and equipment to remain suspended. It is forbidden to anchor to railings or truss.
- If the anchoring to the scaffold or lifeline is made to a structure, the angle formed by the cables must not exceed 60 ° and these must be protected with sharp edges (dollies).
- Cannot return to the workplace without verifying the safety conditions in the area without prior authorization by the person in charge of the head of the work center.
- The basis of the tubular scaffolding modules, shall be braced by tubular crossbeams at level, above 1.90 meters and diagonal crossbeams, in order to generate greater rigidity in the joint and ensure safety.

### Of the works at heights with ladders

- Can only use metal ladders that are operational in activities that require their use. A pre-use inspection must be conducted, in the event there is a format, must be request the one of O.T.
- For work at heights involving electricity or near fuels, the ladder must be intrinsically safe (dielectric, or a coating that does not generates spark).
- The surface of the ladder should be non-slip.
- Throughout the performance of the tasks with ladder, there must be a supervisor or person responsible for ensuring the security of the person(s) working and inform and support any anomaly that may arise.
- The ladder(s) must remain anchored to the structure where it rests and these anchors will be made from the floor.
- Cannot use the ladder to transport materials.
- The use of hand ladders is prohibited to perform tasks at heights greater than 4 meters.
- The hand ladder to be used, will be leaned on a firm structure leaving a distance between the surface of the ladder and the support structure of  $\frac{1}{4}$  of the total length of the ladder.
- It is prohibited to carry hand weight equal to or greater than 25 kg on the hand ladder.
- Scissor ladders must have a chain that limits and locks its maximum opening.
- It is not allowed that on scissor ladder the last or third from the last steps are used for working.
- When climbing the ladder always have 3 points of support (for instance. 2 feet and one hand).
- The structure of the ladder must be original from the factory, must not have additions, cuts, or repairs (welded joints) unless it is permitted or made by the manufacturer.
- Extension ladders must have 2 rung hooks in good condition.
- The rope in extension ladders must not have signs of tear, wear or burns. Also it must be long enough to climb the ladder to its maximum extent.
- Pulleys on extension ladders must be in good condition, without folds or cracks that can break the rope. They must allow to easily climb up and down the ladder.
- For rolling ladders, the wheels must have a locking system. These ladders must have handrails and railings.
- Wooden or home-made ladders are not allowed.
- If the ladder is to be used as a means of access to a roof or any surface, it should exceed in 90 cm the height of the surface.

### 3.6 Civil works

- The supervisor, executor and person in charge of the work by Terpel before beginning any civil work must make an identification and assessment of risks that can be generated by performing the work and register them in the JSA format (**Safe Work Analysis format**), to establish and define the controls that should be implemented to prevent the events or minimize their impact. Also work permits must be filled out, according to the guidelines established in number 2.7 of this manual.

#### +3.6.1 Excavations

#### Industrial safety recommendations



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- Prior to the excavation, the contractor must request the maps of the area where the tasks will be performed, to avoid contact with underground tanks, pipes, electrical boxes, among others.
- Before starting the excavation a survey must be conducted of all the adjacent structures, to identify potential risks the job has.
- The work area will be cordoned off with security tape, delineator posts and/or fences to prevent access of unauthorized personnel.
- Make earth slopes, if it is not possible, shoring must be made to prevent landslides of the extracted earth.
- Excavations carried out near foundations, columns or walls of a neighboring building, must be supervised by specialist engineers in the field.
- There will be a clear and safe work area, for the entrance and exit of cargo vehicles that transported the debris.
- Workers using picks and shovels inside the excavation should be separated from each other at a distance not less than 2 meters.
- During excavations with heavy machinery, no worker can be within the operating area (earth moving).
- Cannot use tools that create sparks at sites near fuel storage tanks.
- No one can travel or be on top of loads, mechanical arms, buckets and/or hooks of the machines used in the operation.
- Tractors, backhoes and/or equipment used in the excavation will have horn and lights (blender) they must be on during the course of the operation.
- During the excavation with machines such as backhoes, these must fix to the floor the hydraulic side arms for balance of the machine and avoid overturns.
- Vehicular traffic will be made up to a maximum approach to the edge of the excavation no greater than 3 meters for light vehicles and 4 meters for heavy vehicles.
- All vehicles and machines for assistance of transportation and mobilization of material must meet precise standards of the equipment (dumper trucks, trucks, bulldozers, tractors, tractors, loader), according to current legislation. (See chapter transport)

### **Environmental recommendations:**

- All contractors must refrain from breaking concrete without first establishing that no damage is caused to electrical, telephone, water or fuel or gas pipe lines, if so the excavation must be suspended and inform the Supervisor.
- The debris must be deposited in an authorized waste dump, for which the Contractor must submit to the Supervisor the invoice receipt showing the amount of debris delivered and the relevant authorization. These documents must be filed in the project folder as support.
- All granular material of the work should be well stacked and covered to avoid dispersion and dragging to the nearest sewer system.
- All transported material must be covered to prevent emissions of particulate matter and trails on the road.
- Construction material that is carried must be covered and the wheels clean without any material that could make dirty the road.
- Construction material that is used for filling must be extracted or purchased from a certified quarry and with all environmental permits in force.
- Debris generated for demolitions or debris must be properly stacked and marked to prevent particulate matter and obstacles in the work that can cause accidents.

### 3.6.2 Electrical installations

- All electrical activities will be performed by trained and qualified electrician staff complying with Resolution No. 90708 – Ministry of Mines and Energy and Resolution 90907 of 2013 – Ministry of Mines and Energy, RETIE regulations.
- A system for the control of hazardous energy (lock and labeling) must be implemented, the elements used must be owned by the contractor (in no event will the elements of Terpel be provided) and if the head of workplace considers the task is critical, he may request the training certificates of staff to will perform the work.
- No power cable may be bare, it must have insulating coating.
- The cables may not be outside of the work enclosure.
- The electrical connections will be made with de-energized conductors.
- Distribution fuse boxes or circuit breakers will be kept covered and free from combustible materials and liquids.
- For activities with electricity shall be used tools with insulating coatings.
- Machines or power tools will not be connected directly to the network, junction boxes must be used.
- Before charging the electrical system, a major review of mechanisms connections, protections and connections of electrical switchboards will be performed.
- There will be 1 Multipurpose ABC Dry Chemical Powder fire extinguisher (20 lb.) near electrical works.
- Under no circumstances will electrical home-made connections be made in the work that do not comply with the regulations.
- Must have provisional lighting within the facilities where electrical operations are being carried out, according to the NTC 2050.
- The connection of the wiring from the general panel to the panel of the energy supply company will be stored in a safe place and left for last.
- Conductors to be installed on the floor, cannot be tread on by people, vehicles or loads or materials. In case the cables pass through a busy area, they must be covered with a resistant material.
- Conductors cannot follow the paths of the water pipe or other fluids (fuels).
- During electrical installations a minimum safety distance must be kept according to the following table.

MINIMUM SAFETY DISTANCES IN DIFFERENT SITUATIONS		
Description	Rated voltage between phases (kV)	Distance (m)
Minimum distance to the ground at crossings with roads, streets, alleys, pedestrian zones, areas subject to vehicular traffic.	500	8,6
	230/220	6,8
	115/110	6,1
	66/57,5	5,8
	44/34,5/33	5,6
	13,8/13,2/11,4/7,6	5,6
	<1	5
Crossing of low voltage overhead lines in large avenues	<1	5,6

Minimum distance to the ground from lines that run through avenues, roads and streets	500	8,6
	230/220	6,8
	115/110	6,1
	66/57,5	5,8
	44/34,5/33	5,6
	13,8/13,2/11,4/7,6	5,6
	<1	5
Minimum distance to the ground in forests, cultivated areas, pastures, orchards, etc.	500	8,6
	230/220	6,8
	115/110	6,1
	66/57,5	5,8
	44/34,5/33	5,6
	13,8/13,2/11,4/7,6	5,6
	<1	5
Minimum distance to the ground in crossings with non-electrified railways or cable cars.	500	11,1
	230/220	9,3
	115/110	8,6
	66/57,5	8,3
	44/34,5/33	8,1
	13,8/13,2/11,4/7,6	8,1
	<1	7,5
Vertical distance in crossing with electrified railways, cable cars, streetcars and trolley-buses	500	4,8
	230/220	3,0
	115/110	2,3
	66/57,5	2,0
	44/34,5/33	1,8
	13,8/13,2/11,4/7,6	1,8
	<1	1,2
Vertical distance in crossings with rivers, waterways or floating channels suitable for vessels with height greater than 2 m and less than 7 m.	500	12,9
	230/220	11,3
	115/110	10,6
	66/57,5	10,4
	44/34,5/33	10,2
	13,8/13,2/11,4/7,6	10,2
	< 1	9,6
Vertical distance in crossings with rivers, waterways and floating channels unsuitable for vessels with height greater than 2m.	500	7,9
	230/220	6,3
	115/110	5,6
	66/57,5	5,4
	44/34,5/33	5,2
	13,8/13,2/11,4/7,6	5,2
	<1	4,6
Vertical distance to the ground in	500	14,6

crossing through open sports fields.	230/220	12,8
	115/110	12
	66/57,5	12
	44/34,5/33	12
	<1	12
Horizontal distance in crossing through open sports fields.	500	9,6
	230/220	7,8
	115/110	7
	66/57,5	7
	44/34,5/33	7

- For electrical installations that require work at heights, it is mandatory the use certified protection systems against dielectric falling.

### **3.6.3 Hydro-sanitary facilities**

- Blocks of sanitary apparatus strapped on trays, will be unloaded with the help of the hook of the crane or forklift, guided by personnel of the work.
- A specific place inside the work will be arranged for storing sanitary apparatus.
- Transportation of pipe sections on the shoulder will be performed leaning the load backwards, so that the front end that exceeds the height of a man.
- Will be surrounded by rails of 90 cm. height the holes forged for the passage of tubes, to avoid the risk of falling.
- Under no circumstances can be welded with lead in closed spaces, there must be an air stream.

### **3.6.4 Gas facilities**

- The gas installation must be made jointly with the entity in charge of the supply.
- A specific place inside the work will be arranged for storing the pipe.
- The pipe shall be stacked and tied together to prevent slippage and injuries to workers.
- Transportation of pipe sections on the shoulder will be performed leaning the load backwards, so that the front end that exceeds the height of a man.
- Under no circumstances torches and/or lighters can be used during the installation of gas.
- Will be surrounded by rails of 90 cm. height the holes forged for the passage of tubes, to avoid the risk of falling.
- Under no circumstances can be welded with lead in closed spaces, there must be an air stream.
- After installation of the pipe a thorough inspection for holes or cracks in some of the sections of pipe must be conducted.
- Gas tests will be carried out in the presence of specialized personnel.
- There will be 1 Multipurpose ABC Dry Chemical Powder fire extinguisher (20 lb.) near the work.

### **3.6.5 Equipment and hand tools**

- All tools must have safety guards and for no reason can they be removed from the tools during handling.
- All equipment working with electricity of more than 50 volts between phases, must have grounding.
- All tools shall have grip handles in good conditions.



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- Short-bladed tools should be guarded when not in use.
- Compressor driven tools will be used with a minimum distance of 10 meters, to avoid the risk for high noise level.

### Tower Cranes

- The tower crane must have a technical document, provided by the manufacturer for the assembly and operation of the machine.
- The tower crane shall be installed on a stable and firm site according to measurements and calculations made by engineers.
- The tower crane will not make any maneuver without having installed in position of immobility the tightening of chassis-rail or rail axis, to avoid overturn of the machine.
- For no reason may the tower crane be abandoned when it has a suspended load.
- Under no circumstances can materials be dragged on the ground, since these efforts cause torsion in the structure.
- Loads should not pass over people.
- No loads can be left suspended at the end of the shift.
- The loads elevated with the tower crane must be properly stacked, firm and must not be anchored to the floor, this can bring down the tower.
- The weight of the material transported by the crane must not exceed the counterweight of the machine.
- The tower crane cannot be used if it has any type of damage.
- In cases where the tower crane exceeds the freestanding height of the boom (in the charts of the make and model of the tower crane are stated the freestanding heights of the boom), windproof drags will be installed.
- If the operations carried out with the tower crane stop for any reason, the hook will be raised to the maximum height, the trolley will be located as close as possible to the tower, the boom will be left in vane (in the same direction the prevailing wind) and power shall be disconnected.

### 3.7 Work in confined spaces:

- Previously request and fill out to Terpel the work permits (**work in confined spaces permit format**) and JSA (**Job Safety Analysis format**), according to the guidelines of work permits specified in number 2.7 of this manual.
- It is mandatory the use of Personal Protective Elements during activities that are being developed, according to the PPE (Personal Protective Elements) Matrix by process or work presented by the contractor.
- The contractor must have a rescue procedure for cases in which a person may be trapped within the confined space.
- The contractor shall have a gas measuring equipment of its property properly calibrated and certified by an entity specialist in the subject. (Valid for one year)
- Throughout the performance of all tasks in any confined space there must be supervisor or person responsible for ensuring the safety of the person(s) working and to inform and support any anomaly that may arise.
- Should be used equipment, machines and tools intrinsically safe inside the space, thus avoiding heat sources that generate fire and/or explosion.



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- Prior to executing any task in a confined space, measurement of gases, oxygen and explosiveness must be performed to determine the level of polluted atmosphere and thus determine at what point can the person working can go inside.
- Maximum every hour gas measurements will be carried out in the confined space, this depending on the level of risk identified in the work permits, in the JSA and the gas measurement.
- For operations of washing and/or cleaning of the elevated storage tanks it is required the use of self-contained or air driven pump equipment for personnel executing the task (must be owned by the Contractor, in no case will the equipment owned by the OT be made available). For operations in underground storage tanks can only be used air driven pump equipment.
- Air driven pump and/or self-contained equipment to be used must be certified and calibrated, which notifies that such equipment is in optimum conditions to perform the task.
- Must be available in the workplace a self-contained equipment, property of the contractor, exclusively for rescue tasks and the personnel must be trained in rescue maneuvers.
- For the disposal of hazardous waste the contractor must have an entity certified for the transportation and final disposal of such waste, supported by regulating entities.

### 3.8 Hot work

- Previously request and fill out to Terpel the work permits (**Hot work permit Format**) and JSA (**Job Safety Analysis Format**) according to the guidelines of work permits specified in number 2.7 of this manual.
- It is mandatory the use of Personal Protective Elements during activities that are being developed, according to the PPE (Personal Protective Elements) Matrix by process or work presented by the contractor.
- For all hot work the area must be enclosed with screens to prevent sparks flying towards the personnel and contact with combustible material.
- If hot work is performed in areas where there may be fuel vapors or confined spaces, atmospheric measurements with gas detector must be made. If necessary, according to measurements made, the degassing must be performed to the working space.
- In tasks where connections or “sticking” of pipes are made, additional measures must be taken as degassing and bentonite sealing.
- Cables of electric welding equipment or any other equipment will have total coating to prevent short circuits by sparks.
- Under no circumstances electrical home-made or cable-to-cable connections will be used for electric welding equipment
- A minimum of 1 Multipurpose ABC Dry Chemical Powder fire extinguisher (20 lb.) will be located near the hot work.
- Under no circumstances can be welded with lead in closed spaces, there must be an air stream.
- For the disposal of hazardous waste the contractor must have an entity certified for the transportation and final disposal of such waste, supported by regulating entities.

#### 4. TECHNICAL CONDITIONS FOR CONTRACTING SERVICES.

In this Chapter the risks in health, safety and environment are presented with their respective assessment according to the instructions of Terpel, for which acceptable risks and unacceptable risks are defined, for which controls must be implemented for the execution of services, these should be recorded in the job safety Analysis before beginning the works.

Likewise, for each contracted service the following items are included:

- *Service.* Refers to the full name of the service to hire.
- *Description.* Presents a description of the activities included in the service to hire.
- *Aspects, Impacts, hazards and risks of the service:* List of risks in SSAC identified by the Supervisor or the person responsible for the work or service by Terpel, with the support of the SSAC Supervisor and the Area Supervisor who requests the service according to instructions of identification of aspects environmental, hazardous and risks impacts and assessment of aspects, environmental, hazards and risks impacts of the Company.
- *Assessment of the aspects, impacts, hazards and risks:* Is the result of the risk assessment in SSAC according to the methodology established by the Company.
- *Other controls that apply to the service.* Refers to the general conditions the contractor must meet during the execution of the work.
- *Legal environmental requirements that apply to the service.* Corresponds to legal environmental requirements the contractor must comply in accordance with the environmental aspects generated by the service.
- *Competences.* Corresponds to the competencies required for personnel that will provide the service.

#### 4.1 Service: “MAINTENANCE AND CONSERVATION OF THE GARDEN”

##### Description:

- Clean the areas of the gardens owned by Terpel as well as the maintenance of green areas, interior park, areas to access the Park areas, others.
- Perform pruning, fertilizing, reseeding in the lawn area. Likewise is within the contractor’s obligations to replant any plant or specie that is not in good condition in the green areas of the Company.

##### Environmental risks of the service:

Aspect	C	P	Risk
Generation of non-hazardous solid waste (garden waste).	2	2	Acceptable Risk



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Generation of hazardous solid waste (packaging of herbicides)	2	2	Acceptable Risk
Flue gas emissions (operating the lawn mower)	2	2	Acceptable Risk
Consumption of natural resources (diesel fuel for operating the lawn mower)	2	2	Acceptable Risk
Water consumption	2	2	Acceptable Risk
Noise Generation	2	2	Acceptable Risk

Waste of the activities must be disposed of according to regulations in force.

### Other controls that apply to the service

- Not carry amounts greater than 3 gallons of chemical substances.
- Have the MSDS of chemical products.
- Use screens or poly shade mesh to control the projection of materials
- The contractor shall carry PPE according to the work to be performed (face shield, gloves, foot and leg protection, etc. ...)
- Permanently perform maintenance to the machinery in order to avoid polluting gases.
- Store products for the maintenance of gardening in accordance with current regulations and instructions of Terpel S.A.
- Water the green areas before 7:00 a.m. and after 5:00 p.m. to avoid up to 60% loss by evaporation. For this, it is very useful to install flow controllers pistols in hoses that help control the watering time and amount of water used.
- The contractor may choose to make aesthetic improvements with the replacement of species, prior approval of the supervisor or person in charge of the work by Terpel.
- Clean drains of the planters to points of rainwater collection to avoid clogging of the piping system.

See specific legal requirements in annex 2.

### Competences:

- Academic High School Minimum.
- 1 year experience in similar activities

## 4.2 Service: "FUMIGATION"

### Description:

Fulfill the schedule for fumigations set by the Organización Terpel for each work center, so that the environmental impact is minimized.

### Environmental aspects of the service:

Aspect	C	P	Risk
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Generation of Odors by fumigants	3	2	Acceptable Risk
Consumption of chemicals substances	4	2	Acceptable Risk
Hazardous waste	3	2	Acceptable Risk

### Other controls that apply to the service

- Submit safety data sheets of products to be used before providing the service and keeping them in a place accessible to workers.
- Keep properly packaged and labeled all chemical substances, as requested by Terpel.
- Have the Personal Protective Elements according to the substance to be handled.
- Have the health opinion required by the Secretariat of Health of the area.
- Have a procedure for the application of pesticides and other supplies for pest control.
- Have the MSDS of chemical products

See *Specific Legal requirements in annex 2.*

### Competences:

Certificate of training in handling chemical substances and hazardous waste management; this must be issued by SENA and comply with the 60 hours established by Decree 1843 of 1991.

1 year experience in similar jobs.

### 4.3 Service: “MAINTENANCE OF EQUIPMENT”

#### Description:

Repair, clean, finishes, inspection, precautionary and corrective service of equipment, machines, tools and communication equipment of Terpel, to ensure their handling and proper functioning, so that potential interruptions are minimized in the processes at work centers due to their breakdown.

Perform mechanical corrective and precautionary maintenance of the boiler and freights elevator of the Lubricants Factory to ensure its handling and proper functioning, so that potential interruptions in the production process due to their breakdown or risks to personnel are minimized.

#### Environmental risks of service:

Aspect	C	P	Risk
Generation of Non-Hazardous Solid Waste (Scrap, Paper, Cardboard, Plastic)	2	2	Acceptable Risk
Generation of Hazardous Liquid Waste (Used oil)	3	3	Unacceptable Risk
Generation of Hazardous Solid Waste	3	2	Acceptable Risk
Power consumption for operation of equipment and engines	2	2	Acceptable Risk



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Water consumption	2	2	Acceptable Risk
Consumption of chemical substances	2	1	Acceptable Risk
Noise generation for operating equipment	2	2	Acceptable Risk
Sporadic leakage of refrigerants	2	1	Acceptable Risk
Oil spill in lubrication and maintenance operations.	3	3	Unacceptable Risk
Generation of Tires	3	1	Acceptable Risk

Risks in SISST:

TYPE OF RISK	HAZARDOUS FACTOR
PHYSICAL	<i>Noise:</i> Contact of materials, machines, equipment and vehicular traffic in the area
	<i>Vibrations:</i> Contact of materials, machines, equipment.
	<i>High Temperatures:</i> Sun exposure
CHEMICAL	<i>Gases and Vapors:</i> Carbon monoxide, metal fumes for welding, paints, additives.
	<i>Spattering:</i> Exposure to fuels, paints, additives, chemical substances.
BIOMECHANICAL	<i>Derived from the Posture:</i> Long standing postures
	<i>Derived from the Strength:</i> Lifting and transporting materials, equipment and tools.
MECHANICAL	<i>Falling Objects:</i> Exposure to detachment of parts of machines and/or tools during maintenance.
	<i>Handling machines and tools:</i> Using of motion, torsion, short-bladed tools.
	<i>Moving parts:</i> Hand, mechanical and electrical tools and parts of machines (pulleys, discs, rollers).
	<i>Projection of particles:</i> Materials, wear of parts of equipment and machines, commissioning of pressure, air and/or compressed liquids equipment.
ELECTRICAL	<i>Contact with electricity,</i> High, medium and low voltage. Direct, indirect and/or static contact: computer equipment, controls, electrical panels during maintenance, repairs and adjustments.
SAFETY	<i>Confined Spaces:</i> Cleaning, washing, degassing and repair of tanks, container boxes of submersible pumps, grease trap, API separators. Submersible, grease trap, API separators.
	<i>Work at Heights:</i> Cleaning and repair of tanks, structure of price delineator posts, canopies, roofs, repair and/or review of video cameras at work centers.



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*Fire and Explosion:* on electric charges of machines, testing of pressure equipment, use of welding equipment, accumulation of gases, generation of heat sources.

### Other controls that apply to the service

#### Environmental:

- It is forbidden to use refrigerants that deplete the ozone layer (see list in annex 1 of this document). The use of refrigerant (Freon 134 A) is recommended, as refrigerant for air conditioners, which is permitted under the Montreal Protocol. Refrain from using substances containing CFC (chlorofluorocarbon)
- For used oils generated by the maintenance of transformers, must be performed proper final disposal with an authorized agent by the environmental entity. These oils should be stored in properly labeled containers and their storage may not exceed 12 months from the date of packaging.
- Develop work in the area assigned to contractors by the Company
- Hoses will be purged ensuring they do not cause spills or contamination.

#### Occupational Safety and Health

- Previously request to Terpel the work permits (**work permit for decoupling of equipment format or the appropriate one**) and the JSA (Job Safety Analysis Format) and fill them out according to the work permit guidelines established in number 2.7 of this manual.
- For operations where cleaning, lubrication, unclogging, corrective and precautionary maintenance to machines and/or equipment is carried out, there must be a program of control of hazardous energy (Lock and labeling). The elements used for this control must be owned by the contractor.
- Have the MSDS of the chemical products that are used
- Any work executed on a machine or equipment should be cordon off the area with security tape, cones and/or delineator posts.
- Must release all kinds of existing pressure (pipes, tanks, cylinders) on machines, equipment and systems to be operated.
- Must drain the piping systems to prevent the flow of hazardous materials.
- The supplier will have measuring equipment to ensure there is no power. For instance, Multimeter, pressure gauges, manometer, etc.
- In maintenance where it is needed to restrict the passage of liquids by pipeline and there is no closing valve, blind flanges will be installed for blocking them.
- If welding equipment is used, must be enclosed the area with screens, to prevent flying sparks towards the personnel and contact with combustible material.

#### Maintenance to lifting systems

- During maintenance under elevators the mechanical guards will be activated and secured with pins.

- Tests to elevators must be conducted to verify strength and system failures.
- No worker may remain or be on the platform when the system is elevated.
- No person other than the one in charge of performing the maintaining can be under the platform of the lifting system.

**Of electrical repairs:** Apply the controls established in the cards for execution.

- It is mandatory the use of Personal Protective Elements during activities that are being developed, according to the PPE (Personal Protective Elements) Matrix by process or work presented by the contractor complying with Resolution No. 90708 – Ministry of Mines and Energy and Resolution 90907 of 2013 – Ministry of Mines and Energy, RETIE regulations.
- A system for the control of hazardous energy (Lock and labeling) must be applied. The elements used for this control must be owned by the contractor.
- Must be posted warning and information signs on the activities that are taking place. “DANGER ELECTRICAL HAZARD”, “HIGH VOLTAGE”, “RESTRICTED AREA.”
- All electrical activities will be carried out by electricians.
- No power cable may be bare, it must have insulating coating.
- The cables cannot be outside of the machine enclosure.
- Repairs and/or electrical checks will be conducted with de-energized conductors.
- For activities with electricity shall be used tools with insulating coatings.
- Under no circumstances will electrical home-made connections be made in the machines and/or equipment.
- For more complex electrical work, shall apply the requirements established in the service of “ELECTRICAL INSTALLATIONS” in this manual.

See specific legal requirements in annex 2.

**Competences:**

Technician in mechanical, electronic, maintenance with training from Sena or other educational institution that certifies him as such, with minimum experience of 2 years in maintenance activities in similar equipment to those where the service will be provided.

**4.4 Service: “MAINTENANCE OF AIR CONDITIONERS”**

**Description**

Perform mechanical corrective and precautionary maintenance to air conditioners existing in the facilities of Organización Terpel S.A. to ensure proper handling and functioning, so high power consumption is minimized.

**Environmental risks of the service:**

Aspect	C	P	Risk
Generation of non-hazardous solid waste (scrap)	2	2	Acceptable Risk

Accidental leakage of refrigerant	3	3	Unacceptable Risk
Generation of hazardous waste (used oil, burlaps with oil)	3	3	Unacceptable Risk
Consumption of chemical substances	2	2	Acceptable Risk

**Other controls that apply to the service**

- It is forbidden to use refrigerants that deplete the ozone layer (see list in annex 1 of this document).
- Always use safety measures and conservation with refrigerant.
- If it is necessary for discharging the refrigerant, use a condenser and container to retrieve it from the vacuum outlet valve.
- Before reloading the system, check for possible leaks and purge the connection conducts.
- Verify that the mixtures of refrigerants are loaded in liquid and not gaseous state.
- The refrigerant should not be discharged directly into the atmosphere.
- Do not use refrigerant as a testing gas in a leak detection test.
- Have the MSDS of chemical products.
- Store refrigerant cylinders vertically and in a secure position, in a well-ventilated area with no risk of fire, away from heat sources.
- Check that refrigerant cylinders do not have leaks and ensure that the seals of the lids are secure.
- The disposal of hazardous waste must be delivered to an authorized agent or cement kilns.
- Must not be allowed to service an equipment using refrigerant if there is no adequate training for handling the refrigerant safely (it can supported with a certificate of competence for maintenance of cooling systems).
- Apply all requests made on the card for the execution of work at heights.

See specific legal requirements in annex 2.

**Competences:**

Technician in mechanical, electronic, electrical maintenance with training from Sena or other educational institution that certifies him as such, with minimum experience of 2 years in maintenance activities in similar equipment to those where the service will be provided.

**4.5 Service: “ASSEMBLIES OF EQUIPMENT, PIPING AND MACHINERY”**

**Description:**

Installation of equipment, pipes, machinery of process and thermal insulation thereof.

**Environmental risks of service:**

<b>Aspect</b>	<b>C</b>	<b>P</b>	<b>Risk</b>
Power consumption	2	2	Acceptable Risk
Water consumption	2	2	Acceptable Risk
Generation of non-hazardous solid waste (scrap)	2	2	Acceptable Risk

Generation of hazardous waste (fiber glass waste, cans of paint, solvents)	3	3	Unacceptable Risk
Risk of handling gases under pressure (argon, oxygen)	3	3	Unacceptable Risk
Noise generation	2	2	Acceptable Risk
Generation of atmospheric emissions (welding)	2	2	Acceptable Risk
Consumption of chemical substances (paints, solvents)	3	2	Acceptable Risk

### Other controls that apply to the service

The contractor must keep control of the inventory of equipment and tools of his property. The supervisor shall submit lists to control the access of those in the entrance. Borrowing elements owned by Terpel for the development of the work is not authorized.

See specific legal requirements in annex 2.

### Competences:

Electrical, mechanical, civil or other engineer according to the type of work, with a minimum experience of two years performing the type of work.

## 4.6 Service: “SERVICES IN CONSTRUCTION OF CIVIL WORKS”

### Description:

To perform the construction, renovation and major repairs of the physical facilities of Terpel S.A. necessary for the proper maintenance and conservation of the building, includes on-site maintenance.

### Environmental risks of service:

Aspect	C	P	Risk
Water consumption	3	2	Acceptable Risk
Power consumption	3	2	Acceptable Risk
Generation of special waste (debris)	3	2	Acceptable Risk
Noise generation and articulated equipment	3	3	Unacceptable Risk
Generation of hazardous waste (paint containers, solvents, lighting)	3	2	Unacceptable Risk
Consumption of chemical substances	3	2	Acceptable Risk
Generation of non-hazardous waste (scrap, paper, wood)	2	2	Acceptable Risk

### Risks SISST

#### Excavation



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HAZARD	RISK FACTOR
PHYSICAL	<i>Noise</i> : Contact of materials, Machines, equipment and vehicular traffic in the area
	<i>Vibrations</i> : Contact of materials, Machines, equipment, vehicular traffic in the area, drilling equipment
CHEMICAL	<i>Solid aerosols</i> : Dust and particulate matter (concrete, dirt, dust). <i>Gases and Vapors</i> : Carbon monoxide.
BIOMECHANICAL	<i>Derived from the Posture</i> : long standing postures
	<i>Derived from the Strength</i> : Lifting and transporting materials, equipment and tools.
MECHANICAL	<i>Falling objects</i> : Exposure to detachment of material by stone, rocks, soil.
	<i>Handling of machines and tools</i> : Use of drilling, torsion tools, earth removing machines (backhoe).
	<i>Moving parts</i> : Hand tools and mechanical and electrical.
	<i>Transport of material in heavy cargo vehicles</i> : Trucks, dump trucks.
	<i>Rough surfaces and elements</i> : Terrain
	<i>Projection of particles</i> : Materials, wear of equipment and tools, earth removal, rocks, material
ON-SITE	<i>Floor defects</i> : Uneven terrain
	<i>Collapse of Shoring</i>
	<i>Landslide avalanche</i>
ELECTRICAL	<i>Contact with electricity</i> , High, medium and low voltage. Contact with electrical equipment for drilling and excavation.
SAFETY	<i>Confined Spaces</i>

**Foundations**

HAZARD	RISK FACTOR
PHYSICAL	<i>Noise</i> : Contact of materials, Machines, equipment and vehicular traffic in the area
	<i>Vibrations</i> : Contact of materials with machines, equipment and vehicular traffic in the area.
	<i>High Temperatures</i> : Sun exposure
CHEMICAL	<i>Solid aerosols</i> : Dust and particulate matter, concrete. <i>Gases and Vapors</i> : Carbon monoxide, metal fumes for welding, cement
BIOMECHANICAL	<i>Derived from the Posture</i> : long standing postures
	<i>Derived from the Strength</i> : Lifting and transporting materials, equipment and tools.

MECHANICAL	<i>Falling Objects</i> : Exposure to detachment of materials (stone, rocks, soil), hand tools.
	<i>Handling of machines and tools</i>
	<i>Moving parts</i> : Hand tools and mechanical electrical.
	<i>Transport of material in heavy cargo vehicles</i>
	<i>Rough surfaces and elements</i> : Handling of rods for clamping beams and columns.
	<i>Projection of particles</i> : Materials, wear of equipment and tools stripping topsoil piles.
ON-SITE	<i>Floor defects</i> : Smooth, uneven floors
	<i>Landslide, avalanche</i>
	<i>Sinking floor</i>
	<i>Movement of Aerial Cargo</i> : Movement of materials (concrete slabs) with tower crane.
ELECTRICAL	<i>Contact with electricity</i> , High, medium and low voltage.
SAFETY	<i>Confined spaces</i>
	<i>Work at Heights</i>
	<i>Fire and Explosion</i> : Use of welding equipment

**Concrete structure**

HAZARD	RISK FACTOR
PHYSICAL	<i>Poor Lighting</i> : Lack of lighting within the structure built
	<i>Noise</i> : Contact of materials, Machines, equipment and vehicular traffic in the area
	<i>High Temperatures</i> : Sun exposure
CHEMICAL	<i>Solid aerosols</i> : Dust and particulate matter (concrete). <i>Gases and Vapors</i> : Carbon monoxide. Cement.
BIOMECHANICAL	<i>Derived from the Posture</i> : long standing postures
	<i>Derived from the Strength</i> : Lifting and transporting materials, equipment and tools.
MECHANICAL	<i>Falling Objects</i> : Exposure to detachment of machines (pieces of concrete, metal elements such as rods), hand tools.
	<i>Handling of machines and tools</i> : Handling of cutting tools (circular saws).
	<i>Moving parts</i> : Hand and mechanical and electrical tools.
	<i>Rough surfaces and elements</i>
	<i>Projection of particles</i> : Materials, wear of equipment and tools
ON-SITE	<i>Movement of Aerial Cargo</i> : Movement of materials (concrete slabs) with tower crane.
	<i>Floor defects</i> : Irregular
	<i>Structural Collapse</i>

ELECTRICAL	<i>Contact with electricity</i> , High, medium and low voltage..
SAFETY	<i>Work at Heights</i>
	<i>Fire</i> : Handling combustible material (wood for forming concrete columns)

### Finishes and Masonry

HAZARD	RISK FACTOR
PHYSICAL	<i>Noise</i> : Contact of materials, Machines, equipment and vehicular traffic in the area
	<i>High Temperatures</i> : Sun exposure
CHEMICAL	<i>Solid aerosols</i> : Dust and particulate matter (concrete, cement).
	<i>Gases and Vapors</i> : Carbon monoxide. Paints.
	<i>Liquid aerosols</i> (Mists and sprays) use of oil and/or water based paints
BIOMECHANICAL	<i>Derived from the Posture</i> : long standing postures
	<i>Derived from the Strength</i> : Lifting and transporting materials, equipment and tools.
MECHANICAL	<i>Falling Objects</i> : Tools, falling of pipe during hydro-sanitary installation, pavers, blocks, bricks.
	<i>Handling machines and tools</i>
	<i>Moving parts</i> : Hand tools and mechanical electrical.
	<i>Rough surfaces and elements</i>
	<i>Projection of particles</i> : Materials, wear of equipment and tools
ON-SITE	<i>Floor defects</i> : Irregular
	<i>Structural Collapse</i>
ELECTRICAL	<i>Contact with electricity</i> , High, medium and low voltage.
SAFETY	<i>Confined spaces</i>
	<i>Work at Heights</i>

### Other environmental controls that apply to the service

The debris generated must be moved in a covered vehicle to avoid the dispersion of particles in the road and taken to a dump certified by the environmental authority. The certificate of disposal and permission of the dump must be handed over to the person in charge of the work by Terpel.

See specific legal requirements in annex 2.

### Competences:

Civil, mechanical engineer or architect with minimum experience of 5 years for major works and two years for minor in similar jobs.

### 4.7 Service: “MAINTENANCE OF ELECTRIC NETWORKS”

#### Description:



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Perform the maintenance of all electrical network including power lines, switches, wiring, lighting systems.

### Environmental Risks of the service:

Aspect	C	P	Risk
Generation of non-hazardous waste (scrap)	2	2	Acceptable Risk
Generation of hazardous waste (fluorescent tubes)	3	3	Unacceptable Risk

### Industrial Safety and Occupational Health Risks

HAZARD	RISK FACTOR
PHYSICAL	<i>High Temperatures:</i> Sun exposure
CHEMICAL	Gases and Vapors: Carbon monoxide, work outdoors.
BIOMECHANICAL	<i>Derived from the Posture:</i> long standing postures
	<i>Derived from the Strength:</i> Lifting and transporting cable coils and transformers.
MECHANICAL	<i>Falling Objects:</i> Exposure to falling of cable rolls, electrical equipment
	<i>Handling of tools:</i> Use of torsion, short-bladed tools.
	<i>Projection of particles:</i> Sections of cable, coupling of conductors
ELECTRICAL	<i>Contact with electricity,</i> High, medium and low voltage. Direct, indirect and/or static contact with: wiring, controls, substations, electrical panels during installation.
SAFETY	<i>Fire and Explosion:</i> on electric charges, short circuit, electric arcs, defective equipment.
	<i>Work at Heights:</i> Installation of aerial wiring

### Other controls that apply to the service

- The fluorescent tubes used must be deposited into a 55-gallon container properly labeled FLUORESCENT TUBES TO RETURN TO SUPPLIER. They must never be broken. Must be provided to the supervisor the certificates of delivery to the provider.
- Apply all the controls in the card for the execution of electrical work.
- Apply Lock and labeling. Comply with the electrical requirements established in the card of execution.

See specific legal requirements in annex 2.

### Competences:

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Electrical engineer or electrician with minimum 2 years' experience in similar works and with the necessary certificates required by law.

#### 4.8 Service "PLUMBING"

##### Description:

Perform the installation and maintenance of all facilities and hydraulic networks, starting with the water connection from the Aqueduct input counter or owned by the company, including all its accessories and equipment such as domestic water piping, irrigation pipes, sanitary apparatus, faucets, sprinklers and any other which, although not forming direct part of it, is necessary for its proper operation.

##### Environmental aspects of the service:

Aspect	C	P	Risk
Generation of non-hazardous waste (remains of plastic pipes)	2	2	Acceptable Risk
Generation of hazardous waste (PVC welding containers)	3	2	Acceptable Risk

##### Other requirements that apply to the service

- Must observe and apply at all times, all the safety standards required for the operation of equipment, machines, processes and facilities that ensure maximum physical integrity of people and their environment.
- The contractor's personnel must not circulate through work areas where there have been authorized.

See specific Legal Requirements of the service in Annex 2.

##### Competences:

Technical or mechanical or civil technologist certified by the Sena or other formal teaching center with experience of 1 year.

#### 4.9 Service: "PRIVATE SURVEILLANCE OF FACILITIES"

##### Description:

Providing private security service on the premises of Organización Terpel.

##### Environmental Risks of the Service:

Aspect	C	P	Risk
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Generation of non-hazardous waste (paper, paper cups, styrofoam)	2	2	Acceptable Risk
Water consumption.	2	2	Acceptable Risk
Power consumption	2	1	Acceptable Risk
Generation of domestic discharges	2	2	Acceptable Risk

### Other controls that apply to the service

- Comply with the instructions for guards issued by the SSC Direction.
- Allow the entry of visitors when authorized by the person who usually has this power and report safety standards in the work center to all visitors
- Not allow the exit of elements, or equipment that have not been declared when entering by the visitor and registered in the corresponding entry format.
- Refrain from giving any information that is not duly authorized by Organización Terpel.
- Make a tour together with the head of the work center in order to make an inventory of the assets that will be under their responsibility, leaving the corresponding photographic evidence and formats with the signatures of the parties concerned.
- Security personnel must meet the specific instructions that are defined by the Head of Work Center and validated by the SSC Direction.
- All items inventoried and that are the responsibility of the security company must be registered in the book of entry and exit of assets. The elements entered by visitors or contractors shall also be inventoried when entry and discharged on the way out.
- Actively participate in emergency plans of the work center.
- Implement the S.O. program in which is included the minimum training agreed in the bid and that ensures safe procedures for the development of activities, such as in the case of handling weapons and shifts hand over.
- In plants and work centers where required, perform inspections for vehicles entering to load or unload fuel, according to the applicable formats given to them

See specific Legal Requirements of the service in annex 2.

### Competencies:

- Private Surveillance and Security courses according to Resolution No. 4973 of 2011 issued by the Superintendence of Private Surveillance and Security.
- Certify security guard training. Minimum experience of 2 years in accordance with Law 1539 of 2012 - By which is implemented the certificate of medical fitness for the carrying and possession of firearms and other provisions are issued and its regulatory Decree 0738 of 2013 and Decree 018 2015.

## 4.10 Service: "MONITORING OF ENVIRONMENTAL VARIABLES"

### Description:

Perform the measurement of environmental variables necessary to monitor the environmental management system.

**Environmental Aspects of the Service:**

<b>Aspect</b>	<b>C</b>	<b>P</b>	<b>Risk</b>
Generation of non-hazardous waste (gloves, paper towels, plastic bags)	2	2	Acceptable Risk
Water consumption.	1	1	Acceptable Risk
Generation of hazardous waste.	3	3	Unacceptable Risk
Power consumption	1	1	Acceptable Risk
Noise Generation	2	2	Acceptable Risk

**Other requirements that apply to the service**

- Provide the supports of periodic calibration in force of equipment and instruments used for measurements before charging the service.
- The laboratory that conducts the measurements must be and prove the IDEAM certification before being hired.
- Have all the elements for carrying out the work and for cooling of samples if applicable.

**Equipment for laboratory analysis for the description of the discharges.**

<b>Test</b>	<b>Methods</b>	<b>Equipment</b>
pH	Potentiometric	pH meter
Temperature	Potentiometric	pH meter
BOD	Incubation five days	Dissolved oxygen meter, Incubator, Precision Balance, Furnace
COD	Closed reflux	Spectrophotometer, Balance, Furnace
Suspended Solids		Furnace
Dissolved Solids		Furnace
Greases and Oils	Gravimetric	Solvex Extractor

**Equipment for soil analysis.**

<b>Test</b>	<b>Methods</b>	<b>Equipment</b>
Nitrogen	Kjeldahl	
Phosphorus	Spectrophotometric	Spectrophotometer
Potassi	Atomic Absorption	Perkin-Elmer 372

Hydrocarbons TPH%	Soxhlet Extraction	Gas Chromatography
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**Noise measurement equipment**

Test	Equipment
Noise	Sound Level Meter

**Isokinetic sampling equipment**

Test	Equipment
Isokinetic sampling	Isokinetic Sampler

See Specific Legal requirements of the service in Annex 2.

**Competencies:**

- Technician, Technologist or Environmental, Chemical Engineer to perform the description of ON-SITE spills accredited by the IDEAM or the certifying company according to the law.
- Technician, Technologist or Environmental, Chemical Engineer for isokinetic sampling, have the certification by IDEAM in force.
- Minimum 1 year experience.

**4.11 Service: "SUPPLIER OF CHEMICAL SUBSTANCES"**
**Description:**

Make the delivery of the chemical substances requested.

**Environmental aspects of the service:**

Aspect	C	P	Risk
Risk of spill of chemical substances	3	2	Acceptable Risk
Greenhouse gas emissions for operating the vehicle	2	3	Acceptable Risk
Noise generation for operating the vehicle	2	2	Acceptable Risk

**Other requirements that apply to the service**

- Hand over the safety data sheets of chemical substances being transported in compliance with Decree 1609 of 2002
- Ensure that all chemical substances transported delivered are perfectly packaged and labeled.
- Ensure that the conveyor of chemical substances comply with current regulations concerning the transport of hazardous goods.
- Have clamping devices for the goods being transported.
- The vehicle must have reflective identification labels and nameplates with the United Nations UN number of the hazardous goods transported.
- Vehicles carrying hazardous goods in cylinders must have loading and unloading devices thereof.
- Have the necessary elements to respond to emergency situations such as first aid kit, fire extinguishers, spill kit. (see chapter transport of hazardous goods).
- Have a training and instructing program on safe handling practices for all the staff involved in the work of packing, loading, unloading.
- Have a contingencies and emergencies plan for accidents response during operations of transport of hazardous goods.
- Ensure the safety conditions of the vehicles.
- Provide the necessary technical assistance in case of accidents giving all the information about the product requested by the authorities and relief agencies.
- In case of spill of a chemical substance at the time of unloading, the contractor must do the necessary cleaning works of the affected area and make the safe final disposal of the waste generated in this eventuality.

See specific Legal Requirements of the service in annex 2.

**Competencies:**

- Chemical engineer or Chemist or studies that authorize to provide this type of services. Minimum 1 year experience in providing such services.

**4.12 Service: "TRANSPORT OF HAZARDOUS GOODS OR CARGO"**

**Description:**

Distribute in the country the Terpel products to customers.

Transportation of materials, elements and substances of Organización Terpel at national level from and to any work center own and/or third parties.

**Environmental Aspects of the Service:**

<b>Aspect</b>	<b>C</b>	<b>P</b>	<b>Risk</b>
Generation of atmospheric emissions for operating vehicles.	3	3	Unacceptable Risk
Noise generation for operating the vehicles.	3	2	Acceptable Risk

Risk for spill of substances from petroleum	4	3	Unacceptable Risk
Fire hazard.	4	4	Unacceptable Risk

### Occupational Safety and Health Risks

HAZARD	RISK FACTOR
CHEMICAL	<i>Gases and Vapors:</i> Carbon monoxide, regular, premium gasoline and diesel, Alcohol, JetA-1
	<i>Liquids:</i> Contact with chemical substances (Jet A-1, Alcohol, Diesel, regular and premium gasoline).
	<i>Splattering:</i> Connection of the hose for unloading fuel
BIOMECHANICAL	<i>Derived from the Posture:</i> Prolonged sitting postures while the vehicle is moving
	<i>Derived from the Strength:</i> Lifting and transporting materials, machines and equipment.
MECHANICAL	<i>Falling Objects:</i> Exposure to falling of parts of machines, equipment, canisters, recipients, container.
	<i>Contact with Hot Surfaces:</i> Review of levels of motor vehicle
TRANSIT	<i>Vehicle Crash:</i> Travelling on national roads.
	<i>Run Over:</i> Travelling on public roads
ON-SITE	<i>Falling from Heights:</i> Moving on the vehicle's tank for filling
MALICIOUS ACTS OF THIRD PARTIES	<i>Terrorism, bombings, assault weapons, civil unrest, criminal activities</i> (vandalism, arson, theft, fraud)
PHYSICAL-CHEMICAL	<i>Fire and/or Explosion:</i> Inland transport of hazardous chemical substances

### Other controls that apply to the service

#### A. GENERAL DOCUMENTS OF THE VEHICLE

- ✓ Registration or property card (Heads and trailers in case of articulated vehicles)
- ✓ Permit from the Ministry for Transport of Fuel (if applicable).
- ✓ Tort and general liability policy
- ✓ Mandatory insurance - SOAT
- ✓ Technical and mechanical inspection of the vehicle
- ✓ Contingency and Emergency Plan
- ✓ Safety data sheets and Emergency Cards
- ✓ Hydrostatic test certificate (valid 1 year)
- ✓ Gauging certification (valid 1 year)
- ✓ Black light test certificate for fifth wheel and king pin (valid 1 year, applies for articulated vehicles)

#### B. DOCUMENTS AND ELEMENTS OF THE DRIVER



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- ✓ Driving license in force
- ✓ EPS affiliation
- ✓ Affiliation occupational risk insurer ARL (formerly ARP)
- ✓ Personal protection equipment:
  - Dielectric helmet with chinstrap.
  - Safety goggles
  - Respiratory protection for organic vapor type double cartridge certified under NIOSH or CE standards.
  - Nitrile gloves resistant to hydrocarbons
  - Security dielectric boots with nonslip soles.
  - Full body harness certified under ANSI 359.1 standard
  - If the plant or Service Station where it is being loading or unloading has no lifelines on the roofs or tops, there must be two restriction slings of maximum 1.20 meters length certified under ANSI 359.1 standard, to connect to lifelines located in the upper platform of the tank, in these cases is not allowed to use one sling. - - In addition, one is a sling positioning in "Y" whose maximum length is 60 cm to connect during the climb up the ladder. It is NOT allowed to use extensions to connect to the auto retractable lines or slings with energy absorber.
- ✓ Falling protection equipment as specified on the card to perform work at heights, if required.
- ✓ Evidence of attendance to Induction training to drivers and road safety. It is the duty of the carrier or contractor that all its drivers take these courses or others that are scheduled, under the methodology set by Terpel.
- ✓ Evidence of practical driving tests in the field or track
- ✓ The carrier shall submit to Terpel a plan or program for handling fatigue while driving
- ✓ Drivers should be certified by authorized entities for safe work at heights and for the transport of hazardous goods.

## C. SAFETY AND IDENTIFICATION EQUIPMENT VEHICLES MUST CARRY

- ✓ Two dry chemical type BC or ABC extinguishers of 20 pounds, located in the tank depending on the type of goods transported. Also one extinguisher of minimum of 10 pounds type ABC located in the vehicle cabin or close to it.
- ✓ Cable for static discharge (Hazardous Goods)
- ✓ First aid kit. It is suggested that it must have at least the following elements:

DESCRIPTION FIRST AID KIT	Quantity Established
Povidone-Iodine Foam Sol. or Surgical Soap - Bottle x 120 ml	1
Saline Solution or Sodium Chloride 0.9% - Plastic bag x 250 ml	1
Dressing of sterile gauze 20 cm x 8 cm - Unit	1
Precut sterile gauze 4 cm x 4 cm - Unit	6
Plaster/Adhesive bandage waterproof standard - Box x 30 Units	10 units
Elastic Bandage roll of 3" x 5 yards – Unit	1
Elastic Bandage roll of 6" x 5 yards – Unit	1



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Gauze Bandage roll of 4" x 5 yards – Unit	1
Triangular Bandage medium – Unit	1
Anti-allergic adhesive tape or white plaster roll of 24 mm x 5 m (medium) – Unit	1
Latex Gloves Size M – Pair	2 pairs
Eye patch adult size - Unit	2
Aseptic tongue depressors - Pack x 5 Units	1
Aseptic applicators - Pack x 5 Units	1
Disposable masks - Unit	2
Trauma or Universal shears – Unit	1
Fox whistle with string – Unit	1
Safety monogoggles clear lens - Unit	1
Disposable CPR face mask no return valve- Unit	1
Red plastic bag medium size - Unit	1
Bag in red canvas with first aid logo with capacity to store the items - Unit	1
Pen and small notebook	1
First Aid Manual	1

- 3 points seat belts.
- Traffic cones (3)
- Toolkit and road equipment
- Chocks to secure the vehicle
- Spare tire in good condition and at least 3 mm tread depth
- Spill Kit (hazardous goods)

ACCESSORY	QUANTITY
Oleophilic containment barrier 3 meters long x 10 cm diameter	3
Absorbent material oleophilic bulk per kilogram.	3
Oleophilic cloths in biodegradable nonwoven fabric 40 x 50 cm	20
Round wood wedges	2
Rubber hammer	1
Durepox filler	1
Nitrile gloves resistant to chemicals	1 pair
Half facepiece respirator double cartridge organic vapors 6000 Series of 3M	1
Monogoggles	1
Reflective Vest, Size Large Orange Color	1
Tyvek overall for protection against chemical substances Size Large	1
Non-sparking short-handled compact dustpan	1
Led-type intrinsically safe rechargeable flashlight	1
Security tape for signaling 40 meters	1
Stop And Go Boards	1
Red bags	4



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Instructions for spill control	1
Waterproof bag with zipper easy transportation yellow identified "spill kit"	1

- ✓ Hazmat diamonds depending on the product to be transported and UN identification (United Nations number) according to NTC 1692 and decree 1609 of 2002. It must only have one number, in case of carrying 2 or more hazardous substances, will be identified with the number of the most hazardous substance for health and the environment.
- ✓ Identification of compartments (liquid cargo)
- ✓ Communication equipment
- ✓ GPS (satellite tracking system). For this the carrier company must have a coordinator or person in charge of monitoring this system, including speeding.
- ✓ Mirrors on both sides
- ✓ Aluminum tanks (liquid cargo)
- ✓ Tank dimensions 3% of the capacity of each free compartment for transport. (Liquid cargo)
- ✓ Signs on the sides, front and rear marked for night operations.
- ✓ Marking of tank gauging (liquid cargo)
- ✓ If hazardous chemical substances are transported on trailer trucks, the tank of the vehicle must have a plate with the manufacturer, the standard or construction code, date of manufacture, capacity and number of compartments, the latter if applicable.
- ✓ Minimum tread depth in tires 3 mm.
- ✓ Vehicles must have two headlights in the front that project beams of full, high and medium white light and in the rear two red tail lights; two red brake lights; two red reflecting devices; one white light that illuminates the plate; one white light indicating reverse maneuvers; at least one indoor light.
- ✓ Have a sound device or whistle, which is activated when the vehicle is moving in reverse.
- ✓ It is mandatory side marker lights in vehicles whose width is greater than 80 inches and on all vehicles that exceed 3000 pounds of weight bearing capacity.
- ✓ Trailers or semi-trailers must be equipped with a device that allows to stay horizontally when they are not supported in the trailer truck.
- ✓ Vehicles that require work at heights must have two lifelines in stainless steel wire rope of 8mm supporting 5,000 pounds of falling, coated with rubber and will be located on top of the tank, one on each side, for anchoring the personnel who are on it.
- ✓ Any transport vehicle that requires work at heights must have a fixed ladder for climbing to the platform of the tank.
- ✓ Must be ensured the ideal condition of the vehicles in terms of image, precautionary maintenance and critical suspension, brakes and electric systems. The carrier must provide to Terpel the precautionary maintenance plan/program with its respective schedule of activities.
- ✓ The contractor shall have a format of preoperational inspection of the vehicle where it is determined that the vehicle is in top condition.

**NOTE:** In addition to the requirements in this item, the carrier must also comply with the requirements of the decree 1609 of 2002 and provisions in the NTC 4786-2

## D. SAFETY STANDARDS APPLICABLE TO TRANSPORT

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In addition to those already named in the chapter "General" the Driver or Contractor must:

- ✓ The transport of cargo should only be made in suitable vehicles for the type of cargo to be transported and by drivers trained in handling this vehicle.
- ✓ It is forbidden to carry passengers, pets or companions inside the plant or during the journey.
- ✓ Carrier companies must be certified by RUC Transporte through the Colombian Security Council. Companies that are not certified in the RUC Transporte should be evaluated before the first 6 months of execution of the contract and the results must be presented to Terpel. For serving type A customers are required assessments higher than 70% in the first year of presentation.
- ✓ If the carrier is going to subcontract, the items listed in the contract have the extent and will apply equally to this subcontract supplier.
- ✓ The carrier must provide to Terpel the precautionary maintenance plan/program with its respective schedule of activities.
- ✓ The carrier must perform preoperational inspections to its vehicles and undergo inspections before entering any work center of Terpel. In the event of breach of some of the items, the transportation Supervisor vouches the entrance or not to the workplace. Likewise the carrier company shall make monthly inspections to its vehicles under the Terpel format, giving evidence to the Supervisor of transport. Failure to follow these inspections shall be grounds for denial of entry of the vehicle into the work center and therefore its load or unload.
- ✓ The speed of the vehicle must be according to the speed limits stipulated by the Ministry of Transit and Transportation and/or internal rules of Terpel.
- ✓ During the unloading must remain at the site of the operation without neglecting it at any time.
- ✓ It is forbidden that the personnel of the plant move the vehicle. It cannot leave the Plant after it has entered.
- ✓ Drivers can only access to authorized areas.
- ✓ The external car wash and oil change must be made in a service station endorsed for this activity. Never within the facilities of the Company.
- ✓ Verify that the vehicle goes out completely empty clean of any kind of residue that may remain for spills and/or leakage of the goods, after unloading operations.
- ✓ In case of damage to the vehicle and/or transport unit, must be replaced, as soon as possible, with another that meets the physical and mechanical requirements for the operation. Also, must ensure that in trans-shipment of hazardous goods, when they are carried on public roads, may only participate the personnel who has been trained on the operation and the risks inherent their handling and manipulation.
- ✓ All freight company must comply with Road Safety rules implemented by the Ministry of Transit and Transportation and the Ministry of Mines and Energy.
- ✓ In no case may a vehicle loaded with hazardous substances drive with more than one trailer and/or semi-trailer.
- ✓ Towing device: Vehicles must have front and back devices, which allow their towing in case of mechanical damage or force majeure.
- ✓ In no event can a vehicle simultaneously transport incompatible substances.
- ✓ Cannot travel on public roads with a load protruding from its front end.
- ✓ Ensure that the hazardous goods to be transported are fixed to the vehicle using fastening devices used especially for this purpose, so that the security and stability of the load during transport are ensured.

- ✓ The driver shall NOT open the packaging, packing, recipient, container or tank containing hazardous goods, between the points of origin and destination, except for emergency or inspection ordered by a competent authority.
- ✓ It is not permitted to carry loads suspended in the vehicle.
- ✓ The vehicles will be used only to transport material and NOT people.
- ✓ The load on the vehicle must be properly accommodated, stowed, stacked and secured so that there is no danger to the lives of people and the environment; that it does not drag on the road, does not fall on it, does not interfere with the driver's visibility, does not compromise the stability or driving of the vehicle, does not hide the lights, including braking, directional and position.
- ✓ For the transportation of heavy machinery like bulldozers, they must be carried in public roads on low bed trailers, also it must be signaled with warning signs.
- ✓ If the case where is needed to transport material, equipment or machines that protrude from the vehicle, must be marked and with signs in the front and back "DANGER OVERSIZE LOAD ", "WIDE LOAD" or "products.
- ✓ The material being transported cannot exceed the freight capacity of the vehicle.
- ✓ In the case of cargo that are greater than 3 m. long or 4,2 m wide, an escort vehicle must be requested.
- ✓ For no reason may a load exceed 4.1 m in height.
- ✓ Hazardous solid and liquid waste generated during the transport operation shall be disposed of according to the waste management program in the Plant or current regulations if done outside of them.
- ✓ Vehicles with drips or leaks will be removed from the operation until they are fixed.
- ✓ Should not dispose of waste as used tires, containers that have contained oil, wheels inside the facilities of Terpel.
- ✓ No driver shall perform maintenance works on the vehicle inside the Plants.
- ✓ No driver can perform high-risk jobs inside the Plant without properly filling out the corresponding work permit.
- ✓ All vehicles must have a minimum level of fuel that allows them to travel without interruption to the destination site.
- ✓ All vehicles must undergo daily and quarterly revisions according to internal formats of Terpel or those that replace them. (See annexes)

#### E. EMERGENCY AND CONTINGENCY PLAN.

- ✓ The Carrier company must have an Emergency and Contingency Plan, which must be duly filed with the relevant environmental authorities for approval and communicated to drivers with proof of recent training.
- ✓ In cases where an emergency arises, it can only be attended by qualified and trained staff on the operation and the risks inherent to its handling and manipulation. For this reason, the Contractor shall have its own emergency response team and towing service provider.
- ✓ In the event of an accident with injury at work, emergency or contingency, must **immediately** report to the Supervisor of Transportation of Terpel. Subsequently, the contractor shall make a report to the appropriate ARL and activate its emergency/contingencies response team.
- ✓ In case of spills, the carrier is obliged to inform the environmental authorities and Terpel according to the National Contingency Plan adopted by decree 321 of 1999. Likewise, it must attend to the event, remediate the affected natural resources and keep continuously informed of

the actions taken and present no debt certificate from the environmental corporation to Terpel to ensure that all environmental event was solved.

- ✓ The carrier must have a suitable company for the response to environmental events they may encounter and who attend to the event as soon as possible to prevent the spread of the contamination.
- ✓ The carrier must have a vehicle available for cases in which due to emergencies or contingencies, it is required to make a transfer/transshipment of fuel.
- ✓ The Carrier shall provide to Terpel one route chart of its operation, specifying critical points on the road, checkpoints, location points on the road of companies with an agreement for emergency care high accidentally places or points that are considered relevant to know in order to prevent or attend to road accidents.

## F. RIVER TRANSPORTATION

- ✓ The carrier company must have emergency and contingency plan. The contingency plan must be filed with the relevant environmental authorities and submit the support of the filing to Organización Terpel as a requirement to allow loading or unloading in compliance with Law 1242 of 2008 - by which the Code of National Navigation and River Port Activities is established and other provisions are issued.
- ✓ Hazmat diamonds depending on the product to be transported and UN identification (United Nations number) according to NTC 1692. It must only have one number, in case of carrying 2 or more hazardous substances, will be identified with the number of the most hazardous substance for health and the environment.
- ✓ The barges must have station cards that are part of the emergency and contingencies plan.
- ✓ Have a plan of precautionary maintenance for convoys (flat-bottomed vessel and tug boat)
- ✓ The barges must have a record of technical inspection every 4 years made by the river inspectors appointed by the ministry of transport
- ✓ Flat-bottomed vessels used to transport fuel of Terpel must have air chambers, ranches and watchmaking.
- ✓ Hydrostatic Testing must be done every year to flat-bottomed vessels, providing the evidence of this to Terpel.
- ✓ The carrier must perform preoperational maintenance to the convoy and periodic inspections at least every 6 months. This evidence must be presented during the audits carried out by Terpel.
- ✓ Must have a company that specializes in spill control for emergencies and contingencies in the shortest possible time.
- ✓ Each barge must have a reliable communication system to report to land any news during the river transport of the fuel
- ✓ Each tug boat must have contention barriers with a size equal to or greater to cover the distance from the tug boat to the wharf where the loading/unloading will be carried out.
- ✓ Must have life jackets in quantities exceeding the number of crew. Must also have 2 lifesaver ring each one with rope of 30 meters.
- ✓ Must have its own personal protective elements and falling protection equipment (without them will not be allowed entrance to the plant), which are at least:
  - a. Dielectric helmet with chinstrap.
  - b. Safety goggles



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- c. Respiratory protection for organic vapor type double cartridge certified under NIOSH or CE standards.
  - d. Nitrile gloves resistant to hydrocarbons
  - e. Security dielectric boots with nonslip soles.
- ✓ Must have the following elements for emergency response:
- 1 10-pound multipurpose fire extinguisher at the command post
  - 1 Solkaflam extinguisher in the kitchen
  - 1 Solkaflam extinguisher in the engine room
  - 2 extinguishers of at least 10 pounds in walkways
  - 2 satellites BC type in the flat-bottomed vessel
  - 1 pump for firefighting system
  - 2 stretches of fire hose of 2" of 30m
  - 2 nozzles of 2" for fire hose
  - 5 gallons of AFFF
  - 1 eductor
  - 2 spill kit 55 gallon, especially for retention of product in water, with barriers for retention of floating product.
  - 2 packages x 18 pounds of absorbent material
  - 3 poly-sleeves 7 meters each
  - 1 stretcher
  - 1 first aid kit as specified for land transport
  - Eyewash station 16 ounces

See specific Legal Requirements of the service in annex 2.

**Competencies:**

Driving license category 5th or 6th depending on the type of vehicle in force with certifiable experience of 5 years. Certified defensive driving course with an intensity of 8 hours. Certifiable basic knowledge of hazardous materials and/or chemical substances.

**4.13 Service: PASSENGER LAND TRANSPORT**

**Description:**

Perform the transport of Terpel employees nationally to and from any of its work center and/or of third parties.

**Occupational Safety and Health Risks**

HAZARD	RISK FACTOR
CHEMICALS	Gases and Vapors: Carbon monoxide.



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BIOMECHANIC	<i>Derived from the Posture:</i> Prolonged sitting postures while the vehicle is moving
	<i>Derived from the Strength:</i> Lifting and transporting equipment and luggage.
TRANSIT	<i>Vehicle Crash:</i> Travelling on national roads.
	<i>Run Over:</i> Travelling on public roads
MECHANIC	<i>Falling Objects:</i> Exposure to falling of parts of machines and/or, equipment.
	<i>Contact with Hot Surfaces:</i> Review of levels of motor vehicle.
MALICIOUS ACTS OF THIRD PARTIES	<i>Terrorism, bombings, assault weapons, civil unrest, criminal activities (vandalism, arson, theft, fraud)</i>
NATURAL	<i>Landslides:</i> Travelling on national roads.

### Controls in SSAC that Apply to the Service:

#### Industrial Safety Requirements

- Passenger transport should only be performed in vehicles suitable for this purpose and drivers trained in handling this vehicle.
- The vehicles will be used only to transport people and not cargo or hazardous materials (only passenger luggage).
- Every vehicle or driver must have a system of communication (mobile, Avantel, radiotelephone) for immediate notification of an emergency or any event.
- The driver must carry phone numbers for immediate notification of an emergency or event.
- Vehicles must carry the following documentation that ensures compliance with the requirements of Health, Safety and Environment as well as the legal requirements:
  - ✓ Driver's Driving license in force
  - ✓ Operation card
  - ✓ Mandatory insurance for traffic accidents in force SOAT
  - ✓ Technical and mechanical inspection valid for one year
  - ✓ Transport policy in force
  - ✓ All risks vehicle policy in force
  - ✓ Copy of the work contract
  - ✓ Copy of social security payments
  - ✓ Certificate of defensive driving valid for one year
- It is prohibited to smoke in the cabin and to operate the vehicle when under drug treatments that produce drowsiness.
- In no event can a vehicle with passengers on board be towed or pull another vehicle.



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- When because of an emergency, mechanical failure or accident the vehicle stops at a different place other than its destination it must remain signaled and monitored by its driver and/or local authority and Terpel shall be immediately informed.
- The travelling speed of the vehicle must be in accordance to speed limits stipulated by the Ministry of Transit and Transportation and/or internal rules of Terpel.
- All vehicles must have a board visible for all passengers that identify what is the travelling speed.
- Each transport vehicle must have at least one emergency door or device at the doors of entry and exit for their timely opening in case it is needed to evacuate the passengers.
- Each vehicle will have at least 2 emergency windows, properly marked and with an element or device for breaking the windows in case of evacuation.
- All passenger transport company must comply with Road Safety rules implemented by the Ministry of Transit and Transportation.
- Each vehicle must have at least 1 portable ABC Multipurpose fire extinguisher 10 lbs., located in easily accessible locations.
- The number of persons that are being transported must not exceed the capacity of the vehicle.
- Standing passengers are not allowed in any case. Each passenger will occupy a seat in accordance with the established capacity in the vehicle's homologation and transit license.
- The contractor shall have a format of preoperational inspection to the vehicle where it is determined that the vehicle is in optimal conditions prior to the transportation. In addition, the vehicle must undergo weekly inspection format for passenger vehicles of Terpel.
- Vehicles must have two headlights in the front that project beams of full, high and medium white light and in the rear two red tail lights; two red brake lights; four yellow lights that indicate the vehicle's turning direction (2 in the front part and 2 in the rear), two red reflecting devices; one white light that illuminates the plate; one white light indicating reverse maneuvers; at least one indoor light
- The vehicle must have a sound device for reverse, to avoid collisions and crashes.
- It is mandatory side marker lights in vehicles whose width is greater than 80 inches and on all vehicles that exceed 3000 pounds of weight bearing capacity
- All vehicles must carry the following equipment:
  - ✓ 3 points seat belts for the driver
  - ✓ Seat belts for each passenger.
  - ✓ Jack or mechanical or hydraulic lifting and lug wrench.
  - ✓ Spare tire.
  - ✓ Tool set for emergency repairs.
  - ✓ Reflective signals.
  - ✓ First aid kit
- Road equipment (flashlight, spare battery, locking chocks, lighters, signs, tools)
- All vehicles must have a minimum level of fuel that allows travelling without interruption to the destination.
- Vehicles for public, official, school, and tourist service, obligatorily, must bear a visible notice with a phone number where it can be informed on how the vehicle is being driven and/or used.
- Drivers must be tested for alcohol and/or drugs whenever required by Terpel, as stipulated in the policy.

### Competencies:

Driving license category the 4th, 5th or 6th in force depending on the type of vehicle with certifiable experience of 5 years. Certified defensive driving course with an intensity of 8 hours

**4.14 Service: "HAZARDOUS WASTE MANAGEMENT"**

**Description:**

Perform the collection, transport and final safe disposal of hazardous solid and liquid waste.

**Environmental Aspects of the Service:**

Aspect hazardous waste management	C	P	RISK
Risk of spillage of hazardous liquid waste	3	3	Acceptable Risk
Greenhouse gas emissions for operating the vehicle	2	2	Acceptable Risk
Noise generation for operating the vehicle	2	2	Acceptable Risk

Aspect disposal of used drums	C	P	RISK
Risk of spillage of hazardous liquid waste	2	2	Acceptable Risk
Greenhouse gas emissions for operating the vehicle	2	2	Acceptable Risk
Noise generation for operating the vehicle	2	2	Acceptable Risk
Water consumption	4	2	Unacceptable Risk
Generation of industrial discharges	4	3	Unacceptable Risk
Generation of hazardous waste (sludge, oil)	4	3	Unacceptable Risk

**Other controls that apply to the service**

- Verify that all hazardous waste to be transported are handed over perfectly labeled.
- When an environmental accident occurs during loading must immediately inform to the head of the work center and/or SSAC supervisor to report it immediately in the respective format and act according to procedures established by the Company.
- Have the necessary elements to respond to emergency situations.
- Have a training and instruction program on safe handling practices for all staff involved in packing, loading, unloading tasks.
- Have a Contingency plan for dealing with accidents during transport operations of hazardous goods.
- For purposes of final disposal of hazardous waste must be made by companies legally endorsed by the Environmental Authority.
- For purposes of disposal of debris they must be disposed of in an authorized dump.
- Ensure to maintain the certificate of vehicle gases up to date.

- Ensure that the hazardous goods to be transported is fixed to the vehicle using fastening devices used especially for this purpose, so that the security and stability of the load during the transport is guaranteed.
- Identify the vehicle in accordance with the existing rules for the transport of hazardous goods.
- The vehicle must have the basics for emergency response such as fire extinguisher, protective clothing, flashlight, first aid kit, equipment for collecting and cleaning, absorbent material and other equipment and special provisions in accordance with the stipulations in Emergency Card.
- The vehicle must have an electrical system with devices that minimize the risk of sparks or explosion.
- It is necessary that the vehicle carries at least two (2) multi-purpose fire extinguishers according to the type and quantity of hazardous goods transported, one in the cab and the other near the load, in an easily accessible place and be used quickly in case of an emergency.
- The vehicle must have a sound device or whistle, which is activated at the time in which the vehicle is moving in reverse.
- Design and implement a precautionary maintenance program for vehicles and the transport unit.
- Give the driver the Emergency Card and Safety Data Sheet in Spanish, this is previously requested to the representative or manufacturer of the hazardous goods.
- Have the Contingency Plan for dealing with accidents during transport operations of hazardous goods, taking into account the provisions of the Emergency Card.
- Evaluate the security of vehicles and equipment before each trip.
- Follow the directions for the safe management of hazardous waste as well as final disposal thereof.
- Perform, obtain and carry the certificate of compulsory basic training course for drivers transporting hazardous goods, aspect that will be regulated by the Ministry of Transport.
- Place in a visible place of the vehicle's cab the respective Emergency Cards before beginning the journey.
- Send supports of final disposal of the waste collected and in case they are incinerated send the respective minute of incineration and also in the forwarding letter of the documentation mention the number of the cargo list of the reference and the date and number of the relevant minutes of incineration.
- It is necessary that the waste listed in the cargo list correspond to the values specified in supports of the final disposal sent by the authorized agent.
- Present the environmental license granted by the competent authority to the authorized hazardous waste agent for storage, transportation and final disposal.
- The supplier of hazardous waste collection must handover the cargo list of the delivery of the waste to Terpel before removal thereof.
- In the event that hazardous wastes are co-processed shall handover the cargo list or certificate with the date the waste was incorporated into the new process to ensure to Terpel that it has been properly disposed of.
- Before the removal of waste they must weighed and provide the calibration certificate of the weight if required by the company.
- Ensure the cleanliness of the work area once the work is completed.
- Train the staff in charge of the operations of loading the drums.
- Comply with the instructions the Comprehensive Waste Management of Terpel.

See specific Legal Requirements of the service in Annex 2.

**Legal requirements that apply to co-processing of waste:**

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For the final disposal of hazardous waste generated in Terpel or facilities of the latter, the following environmental requirements must be taken into account:

- Have an air emissions permit granted by the competent environmental authority. (Resolution 619 of 1997, Article 1).
- Have the environmental license for the storage, processing, use, recovery and final disposal of hazardous waste (Decree 2820 of 2010).

**Legal requirements that apply to the incinerator.**

- The minimum diameter of the chimney must be 0.3 m. As for the height of the chimney it must be calculated for the specific site where the incinerator will operate based on the nomogram 1 (Resolution 058 of 2002, art. 16)
- All incineration plants for solid and liquid waste, except those using containers or packaging for waste introduced directly into combustion, must be equipped with storage areas equipped with exhaust fans. The air drawn there, must be used in the combustion process of the incinerator. In the event it is necessary to stop the plant, none of the containers must be opened and the extracted air, it shall be taken to the chimney. (Resolution 058 of 2002 Art. 23)
- For the assembly of any incinerator, the applicant shall request to the competent environmental authority, the Environmental License and/or environmental permits, in accordance with current environmental regulations
- Must perform the periodic characterizations of atmospheric emissions to measure the content of heavy metal. (Resolution 058 of 2002 art. 6, Resolution 909 of 2008).
- Each incinerator must have the license for the disposal of waste it handles.

**Requirements that apply for the disposal of oil impregnated drums for reprocessing.**

- Have the environmental management plan in force and endorsed by the competent environmental authority.
- Have the product tracking records of the visits made by the competent environmental authority.
- Have a discharge permit in force issued by the competent environmental authority.
- Have a wastewater treatment system suitable for managing discharges generated by the washing of drums.
- Have a maintenance plan for the wastewater treatment system.
- Give to the agent authorized by the environmental authority the sludge generated in the wastewater treatment system and maintain for five years the certificates that support such delivery.
- Have saving devices such as spray hoses, hydro-washer, among others, to minimize water consumption during washing operations.
- Use personal protective elements.
- The external car wash and oil change must be made in a service station endorsed for this activity. Never within the facilities of the Company.
- Ensure the gas certificate of the vehicle is up to date.

- Keep drums secured and upright to prevent the residual product contained in such containers from coming out.
- The vehicle must have the basics for emergency response such as: fire extinguisher, protective clothing, flashlight, first aid kit, equipment for collecting and cleaning, absorbent material and other equipment and special provisions in accordance with the stipulations in Emergency Card.
- Have the contingency plan for dealing with accidents during transport operations of hazardous goods, taking into account the provisions of the Emergency Card.
- Evaluate the safety of the vehicles and equipment before each trip.
- Verify that the vehicle goes out completely empty clean of any kind of residue that may remain for spills and/or leakage of the goods, after unloading operations.
- Follow the instructions for the safe management of hazardous waste, as well as final disposal thereof.

**Competencies:**

Certified training in management and handling of hazardous waste, loading and unloading, handling of chemical substances, emergency response and applicable regulations. Experience 1 year. Submit annual training plan.

**4.15 Service: "MANAGEMENT OF RECYCLABLES"**

**Description:** Make the collection, transportation and final disposal of recyclable waste.

**Environmental aspects of the service:**

Aspect	C	P	Risk
Generation of recyclable waste	2	2	Acceptable Risk
Greenhouse gas emissions for operating the vehicle	2	2	Acceptable Risk
Noise generation for operating the vehicle	2	2	Acceptable Risk

**Other controls that apply to the service**

- Perform the tasks of packing, loading, unloading of waste.
- Submit minutes of use of recyclable waste.

*See specific Legal Requirements of the service in Annex 2.*

**Competencies:**

Certified training in handling and manipulating waste, loading and unloading, waste classification, emergency response and applicable regulations.

**4.16 Service: "MAINTENANCE OF FIRE EXTINGUISHERS"**



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### Description:

Perform maintenance of fire extinguishers needed to respond to emergency situations in the facilities of Terpel S.A.

### Environmental aspects of the service:

Aspect	C	P	Degree of Impact
Generation of Hazardous Waste (Dry chemical powder, paint)	4	3	Unacceptable Risk
Generation of discharges for cleaning the area	3	3	Unacceptable Risk

### Other controls that apply to the service

- Contractors' personnel must remove extinguishers from where they are located to proceed with the recharge.
- Place an extinguisher owned by the contractor with the same characteristics as the one removed, so the company has protection in that area during the time of recharge.
- Have a vehicle fitted for the transport of hazardous goods, which are properly marked and have clamping mechanisms.
- Recharge extinguisher in an area isolated from the operation and defined jointly with the Head of the work center and/or the SSAC Supervisor and delimit it to prevent access by unauthorized personnel to perform the work, only when it is strictly necessary to do in the work center.
- Collect dry chemical waste generated and give them a safe and authorized final disposal. Present the certificates of final disposal of the chemical powder with an entity certified and authorized by the environmental authority
- Ensure the cleanliness of the work area once the work is concluded. To do this, renew the extinguisher with the exact weight of new dry chemical, always.
- Check it does not have any leak, and put the safety to prevent accidental release.
- Place identification tags of the company responsible for recharging, the label is placed label with the supplier identification, instructions for proper use of the equipment, date of loading, type and capacity of extinguishing agent visible and in Spanish. Also, have label and seal of warranty.
- Remove fire extinguishers of the contractor and properly place those belonging to the Company.
- Give the warranty certificate.

*See specific Legal Requirements of the service in Annex 2.*

### Competencies:

- Technical training in the field with experience of 1 year.

## 4.17 Service "MAINTENANCE OF LANDFARMING, SLUDGE, PHYTOREMEDIATION"

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Ensure maintenance of the environmental remediation or landfarming system and sludge of the Lubricant Factory and other facilities of Terpel for the safe handling of used oil and hazardous waste.

Perform maintenance to the phytoremediation system of the lubricant factory of Terpel for safe final disposal of used oils.

**Environmental aspects of the service:**

Aspect	C	P	Risk
Generation of fertilizer	3	2	Acceptable Risk
Generation of volatile organic compounds	3	2	Acceptable Risk
Risk for manipulating the bacteria used	2	2	Acceptable Risk
Generation of non-hazardous waste (cutting plants)	3	2	Acceptable Risk

**Other controls that apply to the service**

- Use all the safety elements necessary for the application of the necessary bacteria in the process and thus avoid accidents.
- Apply instructions for treatment of sludge of Terpel.

See specific Legal Requirements of the service in annex 2.

**Competencies:**

Training in waste management training, in chemical substances.

**4.18 Service: “MAINTENANCE OF API SEPARATORS, CPI, GREASE TRAPS, SEPTIC TANKS, DESANDERS.”**

**Description:**

Ensure the maintenance of the API, CPI, grease traps, septic tanks, desanders systems of Terpel in its facilities for the removal of grease and solids from the oily waters generated by its activities.

**Environmental aspects of the service:**

Aspect	C	P	Risk
Generation of hazardous waste (oil sludge, oil reprocessing, hydrocarbon contaminated water)	3	2	Acceptable Risk
Generation of volatile organic compounds	2	2	Acceptable Risk
Generation of industrial discharges	4	2	Unacceptable Risk

**Occupational Safety and Health Risks**

TYPE OF RISK	HAZARD FACTOR
PHYSICAL	<i>Noise:</i> Contact of materials, Machines (motorized pumps, compressors), equipment and vehicular traffic in the area <i>High Temperatures:</i> Sun exposure
CHEMICAL	<i>Solid:</i> Contact with hazardous materials sludge, sediments, filters, oil jars, absorbent materials, among others. <i>Liquids:</i> Contact with fuels, oils, lubricants, slag. <i>Gases and Vapors:</i> Exposure to contaminated fuels (grease traps, separators, wells).
CHEMICAL-SAFETY	<i>Confined Spaces:</i> Performing activities in grease traps, wells, separators, drain tanks and other).
BIOLÓGICAL	<i>Fungi, viruses, bacteria, waste:</i> cleaning, washing; maintenance of septic tanks, sludge sheds. Animals: Exposure to bites, stings of animals for pest control (snakes, rodents, and insects).
BIOMECHANICAL	<i>Derived from the Posture:</i> long standing postures <i>Derived from the Strength:</i> Transporting and lifting equipment, machines and tools, waste among others.
MECHÁNICAL	<i>Run Over:</i> Work at service stations during the movement of cars at the site.
	<i>Vehicle Crash:</i> Travelling on national roads.
	<i>Falling Object:</i> Exposure to falling of elements in underground works (grease traps, separators, wells, debris, among others).
	<i>Handling of machines and tools:</i> Use of cutting, torsion and pressure tools (motorized pumps).
	<i>Moving parts:</i> Machines for waste removal (motorized pumps, compressors).
	<i>Transport of material heavy cargo vehicles:</i> Trucks, dump trucks.
ELÉCTRICAL	<i>Projection of particles:</i> Materials, wear of equipment and tools, (motorized pumps, compressors).
	<i>Contact with electricity:</i> High, medium and low voltage. Contact with electrical equipment
ON-SITE	<i>Falling from different level:</i> Cleaning, maintenance and washing of grease traps, separators, wells, drain tanks

**Other controls that apply to the service**

- Have properly labeled metal containers to store the oil or hydrocarbon water that is collected from the API.
- Have properly labeled metal containers for storing the sludge that is collected in the cleaning or dispose of them in sites defined by the supervisor.
- Locate fire extinguishers in the workplace.

- Fill out JSA and permits of the work required to perform the activity.
- Dispose of the hazardous waste with entities authorized by the environmental authority.
- Leave the systems in operating level before leaving the site.
- Thoroughly clean the area after performing maintenance activities.

See specific Legal Requirements of the service in annex 2.

**Competencies:**

Training in safety certified by the contractor in confined spaces, chemical substances, waste management. 1 year experience in similar work.

**4.19 Service: “WASHING OF CONTAINERS”**

**Description:**

Ensure optimal cleaning of containers that have contained oil to be used again for storage of finished product.

**Environmental Aspects of the service:**

Aspect	C	P	Risk
Generation of Hazardous Waste	3	3	Unacceptable Risk
Water consumption	3	2	Acceptable Risk
Generation of oily discharges	4	2	Unacceptable Risk
Generation oily sludge	3	3	Unacceptable Risk
Greenhouse gas emissions for operating the vehicle	2	2	Acceptable Risk
Noise generation for operating the vehicle	2	2	Acceptable Risk

**Other controls that apply to the service**

- Have a discharge permit in force issued by the competent environmental.
- Have a wastewater treatment system suitable for managing discharges generated by the washing of containers.
- Give to the agent authorized the sludge generated in the wastewater treatment system and maintain for five years the certificates that support such delivery.
- Have saving devices such as spray hoses, hydro-washer, among others, to minimize water consumption during washing operations.
- Use personal protective elements.
- The external car wash and oil change must be made in a service station endorsed for this activity. Never within the facilities of the Company.
- Keep containers secured and upright to prevent the residual product contained in such containers from coming out.

- The vehicle must have the basics for emergency response such as: fire extinguisher, protective clothing, flashlight, first aid kit, equipment for collecting and cleaning, absorbent material and other equipment and special provisions in accordance with the stipulations in Emergency Card.
- Have the Contingency Plan for dealing with environmental events during transport operations of hazardous goods, taking into account the provisions of the Emergency Card.
- Evaluate the safety conditions of the vehicles and equipment before each trip.
- Verify that the vehicle goes out completely empty clean of any kind of residue that may remain for spills and/or leakage of the goods, after unloading operations.
- Follow the instructions for the safe management of hazardous waste, as well as final disposal thereof.
- Train the staff in charge of operation for loading the containers.

See specific Legal Requirements of the service in Annex 4.

**Competencies:**

Training in safety certified by the contractor in chemical substances, waste management and discharges.

1 year experience in similar work.

**4.20 Service: “LOADING AND UNLOADING OF VEHICLES”**

**Description:**

Ensure that the activities of loading and unloading of materials and products of dry cargo , as well as the operation of the recycling program within the facilities of Organización Terpel is performed with minimal risk to human health, industrial safety and the environment.

**Environmental aspects of the service:**

Aspect	C	P	Degree of Impact
Generation of non-hazardous waste	2	2	Acceptable Risk
Generation of hazardous waste	3	2	Acceptable Risk
Risk of spillage of combustible substances	3	2	Acceptable Risk
Fire hazard	3	2	Acceptable Risk

**Other controls that apply to the service**

- Fasten the hazardous goods to vehicle using fastening devices used especially for this purpose, so that the security and stability of the load during their transport are guaranteed.
- In the event of an emergency situation, inform the supervisor and follow its instructions. Must not participate in the emergency response, except by order of the supervisor and having adequate training, otherwise must go to the corresponding meeting point.
- Know the risks to which it is exposed for handling the cargo, which are in the safety data sheet of the hazardous substance.

- Clean the vehicle after unloading operations of hazardous goods, to that end, small spills should be collected with the oleophilic material and deposited in a red bag identified as a HAZARDOUS WASTE and take it to the temporary storage room of waste.
- Be responsible for the conservation and proper use of the equipment and accessories used during loading and unloading operations, must also ensure that all cargo to be loaded is properly labeled.
- Verify that the containers and packing materials are in good condition, minimizing risk in handling hazardous goods.

*See specific Legal Requirements of the service in Annex 4.*

**Competencies:**

Training in handling cargo, loading and unloading of hazardous goods, management of chemical substances and spill control.

**4.21 Service: "MAINTENANCE OF VEHICLES"**

**Description:**

Perform the repair, replacement, inspection, precautionary and corrective revision of Terpel's own vehicles, to ensure proper management and operation, so that potential disruptions are minimized in the process of any work center for failure thereof.

**Environmental aspects of the service:**

<b>Aspect</b>	<b>C</b>	<b>P</b>	<b>Degree of Impact</b>
Generation of non-hazardous waste	2	2	Acceptable Risk
Generation of hazardous waste	3	3	Unacceptable Risk
Risk of spillage of combustible substances	2	2	Acceptable Risk
Water consumption	2	2	Acceptable Risk
Power consumption	2	2	Acceptable Risk

**Occupational Safety and Health Risks**

<b>TYPE OF RISK</b>	<b>HAZARD FACTOR</b>
PHYSICAL	<i>Noise:</i> Starting up vehicles for testing, use of compressors and equipment for repair or dismount pieces.
CHEMICAL	<i>Gases and Vapors:</i> Carbon monoxide, paints, additives, degreasers, disinfectants. <i>Splattering:</i> Exposure to fuel waste, paint.
BIOMECHANICAL	<i>Derived from the Posture:</i> long standing postures <i>Derived from the Strength:</i> Lifting and transporting car parts and tools.

MECHANICAL	<i>Contact with Hot Surfaces:</i> Handling of the vehicle for change, repair, and/or servicing (radiators, exhaust or exhauster, engines, etc.),
	<i>Falling Objects:</i> Exposure to detachment of parts of the vehicles during the servicing, repair and/or replacement.
	<i>Handling machines and tools:</i> Using motion, torsion, short-bladed tools.
	<i>Moving parts:</i> Hand, mechanical and electrical tools and vehicle parts (fans, pulleys, belts).
	<i>Projection of particles:</i> Metal parts of vehicles, wear parts, start-up of vehicles.
ELÉCTRICAL	<i>Contact with electricity,</i> High, medium and low voltage. Direct, indirect and/or static contact with: batteries, electrical controls over the maintenance, repairs and adjustments.
SAFETY	<i>Confined Spaces:</i> cleaning, washing, degassing and repair of the tanks of vehicles.
	<i>Work at Height:</i> Cleaning and repair of tanker trucks.
	<i>Fire and Explosion:</i> On electrical charges of operating controls of vehicles, fuel waste in tank during maintenance.

**Other controls that apply to the service:**

**Mechanical Maintenance**

- For operations where cleaning, lubrication, unclogging, corrective and precautionary maintenance to vehicles are carried out, there must be a control program of residual energies (Lock and labeling).
- All maintenance work on the vehicle will be made with the engine cold and turned off.
- Request and perform maintenance according to the vehicle’s manual.
- Any work being done to a vehicle the area must be cordoned off with safety ribbon, cones and/or delineator posts.
- Must release any pressure existing in the vehicles (exhausts, brakes, pistons, vehicle internal systems).
- Hoses will be purged ensuring they do not cause spills or contamination.
- Must drain piping systems to prevent the flow of hazardous materials.
- Hydraulic or pneumatic parts that can move by pressure loss must be blocked.
- The supplier will have measuring equipment to ensure there is no power. Ex. Multimeter, pressure gauges, manometer, gas detector, light meter, etc.
- If welding equipment is used to work on the vehicle, must be enclosed the area with screens to prevent flying sparks towards the personnel and contact with combustible material. Not without first verifying that the vehicle does not contain fuel substances nor that it is in classified area.

**Tank Cleaning in Vehicles**

- Request, and previously fill out, to Terpel the work permits (**Work in Confined Spaces Permit**) and JSA (**Job Safety Analysis**), according to the guidelines of work permits specified in number 2.7 of this manual.
- It is mandatory the use of Personal Protective Elements during activities that are being developed, according to the PPE (Personal Protective Elements) Matrix by process or work by the contractor.
- The contractor must have a rescue procedure for cases in which a person may be trapped inside the confined space.
- The contractor shall have a gas measuring equipment of its property properly calibrated and certified by an entity specialist in the subject.
- During the washing of the tank in which a worker is inside, must have a supervisor or person responsible for ensuring the safety of the person (s) performing the work and to inform and support any anomaly that may arise.
- Must use equipment, machines and tools intrinsically safe to the interior space, thus avoiding heat sources that generate fire and/or explosion.
- Prior to executing any task in a confined space, must perform a measurement of gases, oxygen and explosiveness to determine the level of polluted atmosphere and thus determine at what point can the person working go inside.
- Maximum every hour gas measurements will be carried out in the confined space, this depending on the level of risk identified in the work permits, in the JSA and the gas measurement.
- For operations of washing inside the tanks of the vehicles can only be used air driven pump equipment.
- Air driven pump equipment that are used must be certified and calibrated, in which is notified that such equipment is in optimum conditions to perform the task.
- For tasks in which the generation of heat sources is required such as use of welding equipment, it is mandatory prior degassing of the confined space.
- Under no circumstances is welding with lead allowed indoors, there must be an air stream.

**Competencies:**

Technician, Technologist, Mechanical, Electronic Engineer. Training in waste management and discharges. Experience: 1 year in this type of work.

**4.22 Service: “SIGNAGE”**

**Description:**

Ensure signaling of internal pathways, as well as storage tanks and equipment evacuation routes, safety information and environmental in the facilities of Terpel with technical standards.

**Environmental aspects of the service:**

<b>Aspect</b>	<b>C</b>	<b>P</b>	<b>Degree of Impact</b>
Generation of non-hazardous waste	2	2	Acceptable Risk
Generation of hazardous waste	3	3	Unacceptable Risk
Risk of spillage of combustible substances	2	2	Acceptable Risk
Water consumption	2	2	Acceptable Risk



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Power consumption	2	2	Acceptable Risk
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### Other controls that apply to the service

Comply with general requirements defined in this manual and according to the activity to be executed.

See specific Legal Requirements of the service in Annex 2.

### Competencies:

Training in waste management and chemicals substances.  
1 year experience in this type of work.

### 4.23 Service: “HIRING LABOR”

#### Description:

Ensure the provision of operational and technical staff to work on the premises of Terpel through personnel hired, under cooperative and/or associated.

#### Environmental Aspects

Aspect	C	P	Risk
Water consumption	3	2	Acceptable Risk
Power consumption	3	2	Acceptable Risk
Generation of special waste (debris)	3	2	Acceptable Risk
Generation of hazardous waste (paint containers, solvents)	3	2	Unacceptable Risk
Consumption of chemical substances	3	2	Acceptable Risk
Generation of non-hazardous waste (scrap, paper, wood)	2	2	Acceptable Risk

#### SSAC controls that apply to the service:

- Request to the contractor to take into account the parameters defined by each of the existing positions in the Company for the selection of personnel for each case.
- Hand over the supports of the résumé of personnel entering to work at the Company, including affiliation to ARL, EPS and pension fund.
- Ensure the skills and competencies of the personnel to engage including environmental and occupational health variable.
- Receive and attend SSAC chats given by the company to its contractors, suppliers, temporary or associate staff.
- Use personal protective elements defined in the matrix, according to the work to be executed.
- Fill out work permits and JSA, according to the work to be executed, if applicable.

See specific Legal Requirements of the service in annex 2.

**Competencies:**

Will be defined according to the contracted works.

**4.24 Service: "CAFETERIA, CANTEEN AND RESTAURANT"****Description:**

Providing food service for personnel that works at Terpel S.A.

**Environmental aspects of the service:**

Aspect	C	P	Degree of Impact
Generation of ordinary solid waste	3	2	Acceptable Risk
Generation of domestic effluents for washing	3	2	Acceptable Risk
Water consumption	3	2	Acceptable Risk
Gas consumption	3	2	Acceptable Risk

**Other controls that apply to the service**

- Remove all solid material and deposit them in ordinary waste containers, then soap glasses and dishes with the faucet closed and rinse with the least water consumption.
- Avoid throwing solid material through the drains to avoid clogging the drain.
- Ensure that seals and door gaskets of refrigerators and freezers are clean and close properly, also that they far away from heat sources. Any equipment failure should be notified immediately to the head of the work center so it orders the repair and prevent this situation generates a consumption of up to three times the power needed.
- Close pilots and regulate the level of the flame (adjusting the outlet tube burner) for efficient use of gas, if applicable.
- Use pots and pans with diameter similar to the burner and totally flat bottom for better heat distribution.
- Preferably use pressure cookers, so foods cooks better and faster thereby saving up to 50% of gas. In the case of normal pots try to cover them well so heat is not wasted.
- Take from the freezer the food that will be prepared in advance, thus avoiding consuming gas to defrost them.
- Inform the head of the work center when there is a water leak to proceed to fix it immediately.
- Have written manuals or instructions on inspection, disinfection, cleaning and preparation of food.
- Have control records on the inspection, disinfection, cleaning of elements and facilities.
- Segregate waste at the source through bags of colors.
- All employees who handle food must wear adequate uniform, light colored and clean and closed footwear resistant and waterproof.

**Competencies:**

Certified course for handling food with meat for this manipulation in force.

#### 4.25 Service: “OCCUPATIONAL MEDICAL EXAMINATION”

##### Description:

Ensure the execution of occupational medical evaluations for entering, retiring, periodical, post disability and changing position with legal standards.

##### Environmental aspects of the service:

Aspect	C	P	Degree of Impact
Generation of hazardous waste	2	1	Acceptable Risk
Water consumption	2	1	Acceptable Risk
Power consumption	2	1	Acceptable Risk

##### Other controls that apply to the service

- The IPS and the doctors who perform occupational medical evaluations must necessarily be licensed in Occupational Safety and Health (formerly Occupational Health)
- Hazardous waste generated in laboratory tests will be handled by a guardian and the IPS will be in charge of the final disposal in compliance with current legislation
- Medical records will be guarded by the supplier of medical evaluations in compliance with existing national legislation. Will only provide to Terpel the medical certificate of fitness and the employment recommendations. The worker will be given a copy of the results both diagnostic aid and medical

##### Competencies:

Professionals in the health with professional card

Doctors and specialized professionals with License in Safety and Health at Work

**Note.** Those conditions or obligations that are not contained or described in this manual and which are required by applicable current regulations, must be complied by the contractor.

The provisions contained in this manual supplement the provisions that are established in the contract, offer or agreement that the Contractor has signed or is in force with Terpel and in no event change or repeal them.



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**5. REFERENCE DOCUMENTS**

Name of the Document
Job Safety Analysis JSA
Work in confined spaces permit format
Work for decoupling equipment permit format
Work for excavation permit format
Work at heights permit format
Electrical work permit format
Hot work permit format
General work permit format

**6. CONTROL OF CHANGES**

This document replaces the following documentation:

Name of the document	Code	Version	Description of Changes
Manual of contractors and suppliers	PA.HE.SE.M.01.COL	01	Supplement requirements especially in transport of hazardous, freight and river transport. Inclusion of new format for work at heights, industrial safety manual, environmental management manual and occupational health manual.
Manual of contractors and suppliers	PA.HE.SE.M.01.COL	04	Update of legal requirements. Guidance are provided: contractors must have their own work permits and not use the logo of Terpel.

**7. ANNEXES**

**ANNEX 1**

**LIST OF OZONE DEPLETING SUBSTANCES.**

The use of refrigerant (Freon 134 A) is suggested, as a refrigerant for air conditioners, which is permitted under the Montreal Protocol

Chemical Formula	Common Name	Name
CFCI3	CFC-11	Trichlorofluoromethane
CF2CI2	CFC-12	Dichlorodifluoromethane
C2F3CI3	CFC-113	1,1,2-Trichloro- 1,2,2 trifluoroethane
C2F4CI2	CFC-114	1,2 – Dichlorotetrafluoroethane
C2F5CI	CFC-115	Chloropentafluoroethane

Chemical Formula	Common Name	Name
CF3CI	CFC-13	Chlorotrifluoromethane
C2FCI5	CFC-111	Pentachlorofluoroethane
C2F2CI4	CFC-112	Tetrachlorodifluoroethane
C3FCI7	CFC-211	Heptachlorofluoropropane
C3F2CI6	CFC-212	Hexachlorodifluoropropane
C3F3CI5	CFC-213	Pentachlorotrifluoropropane
C3F4CI4	CFC-214	Tetrachlorotetrafluoropropane
C3F5CI3	CFC-215	Trichloropentafluoropropane
C3F6CI2	CFC-216	Dichlorohexafluoropropane
C3F7CI	CFC-217	Chloroheptafluoropropane

	<b>MANUAL FOR SUPPLIERS AND CONTRACTORS</b>				
	<b>SE.M.01.COL – QUALITY MANAGEMENT</b>	<table border="1"> <tr> <td style="text-align: center;"><b>Version</b></td> <td style="text-align: center;"><b>04</b></td> </tr> <tr> <td style="text-align: center;"><b>Date</b></td> <td style="text-align: center;"><b>February 7, 2014</b></td> </tr> </table>	<b>Version</b>	<b>04</b>	<b>Date</b>
<b>Version</b>	<b>04</b>				
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## ANNEX 2

### Legal Regulations on Occupational Health and Safety for Service Provision

- Political Constitution of Colombia of 1991
- Labor Code
- Law 44 of 1975: Whereby the International Labor Convention concerning the protection against risk of benzene poisoning, adopted by the General Conference of the ILO, Geneva, 1971 is approved.
- Law 9 of 1979: Rules for the Preservation, Conservation, and Improvement of the Health of Individuals in their Occupations.
- Resolution 2400 of 1979: Industrial Safety Statute
- Resolution 2413 of 1979: Hygiene and Safety Regulation for the Construction Industry, of excavations, of vehicles Decree Law 1295 of 1994: General System of Occupational Risks
- Resolution 8321 of 1983: By which rules for the protection and conservation of hearing health and welfare of people are issued, by reason of the production and noise emission.
- Decree 614 of 1984: By which the bases for the organization of Occupational Health in the country are determined.
- Resolution 2309 of 1986: By which rules for compliance with the contents of Title III of Part 4a of Book 1 of Decree Law 2811 of 1974 and Titles I, III and XI of the 09 of 1979 are issued, concerning special waste.
- Resolution 2013 of 1986: By which the organization and operation of the committees of Medicine, Hygiene and Industrial Safety in the workplace is regulated.
- Law 46 of 1988: By which is created and organized the national system for prevention and relief of disaster, grants extraordinary powers to the President of the Republic and are enacted other provisions
- Resolution 1016 of 1989, Determines the organization, operation and form of occupational health programs.
- Decree 919 of 1989, By which is organized the national system for the prevention and relief of disaster and are issued other provisions.
- Decree 2177 of 1989, By which is developed Law 82 of 1988, approving the agreement No. 159, signed with the ILO, about Vocational Rehabilitation and Employment of Disabled Persons.
- Decree 21117 of 1989: By which is developed Law 82 of 1988, approving the agreement No. 159, signed with the ILO, about Vocational Rehabilitation and Employment of Disabled Persons.
- Resolution 1792 of 1990: Wherefore permissible limit values for occupational exposure to noise are adopted.
- Decree 283 of 1990: Whereby the storage, handling, transport, distribution of petroleum-derived liquid fuel and transport of crude by tankers is regulated.
- Law 50 of 1990: By which reforms are introduced to the Labor Code and are issued other provisions.
- Decree 1127 of 1991: Whereby articles 3 and 21 of Law 50 of 1990 are regulated.
- Resolution 6398 of 1991: By which are established procedures in occupational health matters.
- Decree 1843 of 1991, Partially regulates Titles III, V, VII and XI of the Law 9 of 1979 on the use and handling of pesticides.
- Convention 167 of 1991: Convention on Safety and Health in Construction.
- Resolution 42258 of 1992: By which some health measures on smoking are adopted.
- Resolution 1075 of 1992: By which activities in occupational health are regulated

- Law 55 of 1993: Whereby is approved the "Convention 170 and Recommendation 177 concerning Safety in the use of chemicals at work" adopted by the 77th session of the general conference of the ILO Geneva 1990.
- Law 100 of 1993: By which the comprehensive social security system is created and are issued other provisions.
- Resolution 541 of 1994: By which is regulates the loading, unloading, transport, storage and final disposal of debris, materials, elements, loose concrete and aggregates, from construction, demolition and organic layer, soil and subsoil excavation.
- Decree 1772 of 1994: By which is regulated the affiliation and contributions to the general system of occupational risks.
- Decree 1108 of 1994: By which are systematized, coordinated and regulated certain provisions concerning to the possession and consumption of narcotic drugs and psychoactive substances.
- Decree 2644 of 1994: By which the sole table for compensation for loss of earning capacity between 5% and 49.99% and corresponding economic benefit is issued.
- Resolution 4050 of 1994: Regulation exempting income.
- Resolution 3716 of 1994: By which a procedure in the matters of occupational health is established.
- Law 181 of 1995, By which are enacted provisions for the promotion of sport, recreation, use of leisure time and physical education are taught and is created the national sports system.
- Law 320 of 1996: By which is approved "Convention 171 on night work", adopted at the 77<sup>th</sup> session of June 26, 1990, the "Convention 174 on the prevention of major industrial accidents" and the "Recommendation 181 on the prevention of major industrial accidents".
- Decree 1274 of 1997: By which is enacted the "Convention 136 on the protection against the risks of poisoning by benzene", "adopted by the General Conference of the ILO, on June 23, 1971"
- Law 378 of 1997: By which is approved the "Convention number 161 on health services at work" adopted by the 71<sup>st</sup> session of the General Conference of the International Labour Organization ILO, Geneva, 1985.
- Law 378 of 1997: By which is approved the "Convention 161 on health services at work" adopted by the 71<sup>st</sup> session of the General Conference of the ILO, Geneva, 1985
- Law 361 of 1997: By which are established mechanisms of social integration of people with disabilities and are issued other provisions.
- Decree 93 of 1998: By which the national plan for prevention and relief of disaster is adopted.
- Resolution 1995 of 1999: By which are established the rules for handling medical history.
- Decree 2953 of 1999: By which is enacted the "Convention 174 on Prevention of Major Industrial Accidents"
- Decree 2569 of 1999: By which the qualification process of the source of health events in the first instance, within the social health security system is regulated.
- Decree 873 of 2001: By which is enacted the "Convention number 161 on health services at work" adopted by the 71<sup>st</sup> session of the General Conference of the ILO, Geneva, 1985.
- Law 697 of 2001: By which is promoted the rational and efficient use of energy, is promoted the use of alternative energies is and are issued other provisions.
- Decree 1703 of 2002: By which measures to promote and control the affiliation in the general social security health system are adopted.
- Resolution 180790 of 2002: By which the requirements of quality, storage, transportation and supply of aviation fuel for turbine type engines are established and are issued other provisions
- Law 755 of 2002: By which is amended paragraph of Article 235 of the Labor Code: Law Maria.
- Law 776 of 2002: By which rules on the organization, management and benefits of the general system of occupational risks are enacted.



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- Decree 1609 of 2002: By which is regulated the handling and automotive land transport of hazardous goods by road.
- Law 769 of 2002: By which is enacted the land transit national code is issued and are issued other provisions.
- Decree 1607 of 2002: By which is amended the classification table of economic activities for the general system of occupational risks and are issued other provisions.
- Resolution 19200 of 2002: By which the use and installation of safety belts is regulated pursuant to article 82 of the land transit national code.
- Law 789 of 2002: By which are enacted rules to support employment and extend social protection and some articles of the Labor Code are modified.
- Decree 933 of 2003: By which the apprenticeship contract is regulated and other provisions are issued
- Law 828 of 2003: By which are issued rules to control evasion of social security system, published in the Official Gazette number 45,248 of Monday, July 14, 2003 pages 21 and 22.
- Decree 2585 of 2003: By which the apprenticeship contract is regulated and Decree 933 of 2003 is added.
- Decree 318 of 2003: By which is regulated the temporary storage of diesel, under special conditions of supply.
- Resolution 2730 of 2004: By which is issued a measure aimed at improving road safety on roads.
- Circular 004 of 2004: Unify the guidelines for the surveillance, control and management of the general system of occupational risks.
- Resolution 156 of 2005: By which are adopted formats for reporting work accidents and occupational disease and are issued other provisions.
- Resolution 4448 of 2005: By which is developed the authorization contained in number 23 of article 245 of Decree 2737 of 1989 or Code of the Minor.
- Law 962 of 2005: By which are enacted provisions on rationalization of administrative requirements and procedures in state agencies and entities and of individuals exercising public functions or providing public services.
- Resolution 1303 of 2005: By which the contents of one single form or integrated payroll for payment of contributions is adopted.
- Law 1010 of 2006: By which measures to prevent, correct and punish workplace harassment are adopted.
- Resolution 734 of 2006: By which is established the procedure to adopt labor regulations to the provisions of Law 1010 of 2006.
- Resolution 4016 of 2006: By which are amended Articles 1 and 3 of Resolution 4007 of 2005 that adopted a measure intended to improve road safety of national and departmental roads and Article 2 of said resolution is repealed.
- Resolution 180928 of 2006: By which is issued the technical regulations applicable to service stations supplying compressed natural gas for vehicle use.
- Resolution 1317 of 2006: By which is deferred the coming into force and is amended Resolution 634 of 2006: By which the contents of one single form or integrated payroll for payment of contributions is adopted
- Resolution 634 of 2006: By which the contents of one single form or integrated payroll for payment of contributions is adopted.
- Resolution 2346 of 2007: By which the practice of occupational medical evaluations and the management and content of occupational medical histories are regulated.

- Resolution 2844 of 2007: By which guidelines for comprehensive occupational health care are adopted.
- Resolution 1401 of 2007: By which the investigation of incidents and work accidents is regulated.
- Law 1239 of 2008: By which articles 106 and 107 of Law 769 of August 2, 2002 are modified and are issued other provisions.
- Resolution 002646 of 2008: By which are established provisions and responsibilities for the identification, assessment, prevention and ongoing monitoring of exposure to psychosocial risk factors at work and for determining the origin of diseases caused by occupational stress.
- Agreement 341 of 2008: By which agreement 30 of 2001 is added and is established to perform a drill in case of an event of public calamity of great magnitude with the participation of all city dwellers.
- Law 1221 of 2008: By which rules for promoting and regulating telework are established and are issued other provisions.
- Resolution 1677 of 2008 by which are indicated the activities considered as the worst forms of child labor and is established the classification of hazardous activities and conditions harmful to health and physical or psychological integrity of persons under the age of 18.
- Law 1280 of 2009: By which is added the number 10 of article 57 of the Labor Code and the leave for mourning is established.
- Law 1355 of 2009: By which obesity and chronic non-communicable diseases associated with them are defined as a public health priority and measures for their control, prevention and care are adopted.
- Law 1335 of 2009: By which damages to the health of minors are prevented.
- Resolution 1918 of 2009: By which articles 11 and 17 of Resolution 2346 of 2007 are modified and other provisions are issued.
- Decree 2566 of 2009: By which the table of occupational diseases is adopted.
- Resolution 009 of 2009: By which Resolution 019 of 2008 is subrogated.
- Circular 00000038 of 2010: Smoke and psychoactive substances (spa) free spaces in companies
- Decree 926 of 2010: By which the technical-scientist requirements for earthquake resistant buildings NR 10 are established.
- Decree 2525 of 2010: By which the Decree 926 of 2010 is modified and are issued other provisions.
- Law 1429 of 2010: By which the law of formalization and generalization of employment is issued.
- Law 1383 of 2010: By which the Law 769 of 2002, land transit national code is reformed and other provisions are issued.
- Resolution 180540 of 2010: By which the Technical Regulation lighting and street lighting is modified - RETILAP, minimum efficiency requirements of lifetime of the light sources are establishing and are issued other provisions.
- Law 1393 of 2010: By which are defined revenues with a specific destination for health, are adopted measures to promote income generating activities for health, to prevent evasion and avoidance of contributions to health, resources are redirected within the health system and are issued other provisions.
- Law 1414 of 2010: By which special protection measures for people with epilepsy are established, and the principles and guidelines for its comprehensive care are issued.
- Law 1397 of 2010: By which Law 769 of 2002 is amended.
- Law 1468 of 2011: By which articles 547, 58, 236, 239 of the Labor Code are modified and other provisions are issued.
- Law 1482 of 2011: By which are guaranteed the protection of rights of a person, group of people, community or people that are violated by acts of racism or discrimination.
- Law 1438 of 2011: By which the general health system is reformed and are issued other provisions.

- Decree 2923 of 2011: By which the quality assurance system of the general system of occupational risks is established.
- Law 1503 of 2011: Which promotes the formation of habits, behaviors and safe conducts on the road and are issued other provisions.
- Resolution 652 of 2012: By which is established the composition and operation of the committee of labor coexistence in public entities and private companies and are issued other provisions.
- Decree 0019 of 2012: By which are issued rules to suppress or reform unnecessary regulations, procedures and proceedings in public administration.
- Resolution 1356 of 2012: Amends articles 3, 4, 9 and 14 of resolution 652 of 2012, regarding the number of members, the amount of committees per company, the dates for the meetings and the extension of the deadline for their incorporation.
- Decree 2245 of 2012: By which the first paragraph of paragraph 3 of article 33 of Law 100 of 1993 is regulated.
- Law 1566 of 2012: By which rules to ensure comprehensive care for people who use psychoactive substances are issued.
- Law 1574 of 2012: By which is regulated the condition of student for recognizing survivor's pension.
- Law 1580 of 2012: By which the family pension is created.
- Resolution 4502 of 2012: By which is established the procedure for obtaining or renewing a license in occupational health for natural or legal persons that offer nationwide services in health and safety at work.
- Law 1575 of 2012: By which the general law of fire fighters in Colombia is established.
- Decree 884 of 2012: By which Law 1221 of 2008 is regulated and other provisions are issued.
- Law 1523 of 2012: By which the national policy on disaster risk management is adopted and the national system of disaster risk management is established and other provisions are issued
- Resolution 1409 of 2012: By which is established safety regulations for protection of falling in works at heights.
- Law 1562 of July 11, 2012: By which the Occupational Risk System is modified and other provisions on occupational health are issued.
- Decree 0723 of April 15, 2013: By which regulates affiliation to the General System of Occupational Risks of people engaged through a formal contract to provide services to entities or public or private institutions and of independent workers that work in high-risk activities and are issued other provisions.
- Resolution 1903 of 2013: By which number 15 of article 11 of Resolution 1409 of 2012 is modified and other provisions are issued.
- Decree 1352 of 2013: By which the organization and operation of disability qualification boards are regulated and other provisions are issued.
- Law 1610 of 2013: By which some aspects of labor inspectorates and labor formalization agreements are regulated.
- Law 1618 of 2013: By which are established provisions to ensure the full exercise of the rights of persons with disabilities.
- Resolution 90708 of 2013: Technical Regulations for Electrical Installations - RETIE.
- Decree 0723 of April 15, 2013: By which is regulated the affiliation to the General System of Occupational Risks of people engaged through a formal contract to provide services to entities or public or private institutions and independent workers that work in high-risk activities and are issued other provision.

- Resolution 00001903 of June 7, 2013: By which number 5 of article 10 and paragraph 4 of article 11 of Resolution 1409 of 2012 are modified and other provisions are issued.
- Decree 1352 of 2013: By which the organization and operation of disability qualification boards are regulated and other provisions are issued.
- Resolution 90708 of 2013: Technical Regulations for Electrical Installations RETIE.
- Resolution 90980 of 2013: By which is amended and added the Technical Regulations for Lighting and Street Lighting -RETILAP.
- Decree 2616 of 2013: By which the contribution to social security for employed workers who work for less than one month period is regulated, the financial and operation mechanism in article 172 of Law 1450 of 2011 is developed and provisions designed to achieve the labor formalization of informal workers are issued.
- Decree 2851 of 2013: By which articles 3, 4, 5, 6, 7, 9, 10, 12, 13, 18 and 19 of Law 1503 of 2011 are regulated and other provisions are issued.
- Decree 2943 of 2013: By which paragraph 1 of article 40 of Decree 1406 of 1999 is modified
- Law 1696 of 2013: By which are enacted criminal and administrative provisions to punish driving under the influence of alcohol or other psychoactive substances.
- Decree 1443 of 2014: Whereby provisions for the implementation of the Occupational Safety and Health Management Systems (OSHMS) are issued.
- Decree 1477 of 2014: By which the table of occupational diseases is issued.
- Decree 1507 of 2014: By which the sole manual for the classification of the loss of earning and occupational capacity is issued.
- Resolution 384 of 2014: By which the sustaining support of apprentices in practice phase for the 2014 is established.
- Resolution 1223 of 2014: By which are established the requirements of the mandatory basic training course for drivers of trucks carrying hazardous goods and another provision is issued.
- Resolution 1565 of 2014: By which the methodological guide for the development of the strategic road safety plan is issued.
- Resolution 3368 of 2014: By which is partially amended resolution 1409 of 2012 and other provisions are issued.
- Decree 2089 of 2014 - Presidency of the Republic: By which special measures are adopted to ensure the engagement of local labor to projects of exploration and production of hydrocarbons.

**Decree 1607 of 2002: By which the classification table of economic activities for the general system of occupational risks is established.**

According to decree 1607 of 2002, of the Colombian legislation, the codes of the economic activities in our country are established, in order to maintain these activities standardized in the General System of Occupational Risks. Therefore in this document is defined the services required by Organización Terpel Organization in accordance with this decree:

**ASSOCIATION OF SISST AND ENVIRONMENTAL LEGAL REQUIREMENTS**

NUMBER	SERVICE	REGULATIONS
4.1	Maintenance and	Decree 2981 of 2013 Article 120

	Conservation of the Garden	Law 1252 of 2008
		Decree 3102 of 1997
4.2	Fumigation	Decree 4741 of 2005 partially developed by the Min of Environment Resolution 1402 of 2006.
		Law 1252 of 2008
		Law 55 of 1993
		Decree 4741 of 2005
4.3	Maintenance of equipment	Resolution 2309 of 1986
		Law 1252 of 2008
		Resolution 1188 of 2003
		Resolution 415 of 1998
		Law 697 of 2001
		Decree 3102 of 1997
		Law 55 of 1993
		Decree 8321 of 1983
		Resolution of Min. of Environment 1402 of 2006
		Decree 3683 of 2003
		Resolution 90907 of 2013
		Resolution 2578 of 2012 – SENA
		Resolution 1903 of 2013
		Resolution 3368 of 2014
		Law 30 of 1990
		Resolution 90708 of 2013
		Resolution 1409 of 2012
		Resolution 2400 of 1979
		NTC 2234
	Other requirements or suggested guides	NTC 1735
		NTC 1641
		NTC 1642
		Decree 4741 of 2005
4.4	Maintenance of air conditioners	Resolution 1402 of 2006
		Resolution 2309 of 1986
		Law 1252 of 2008
		Law 55 of 1993
		Resolution 415 of 1998
		Law 1252 of 2008
		Resolution 2578 of 2012
		Resolution 1903 of 2013
		Resolution 3368 of 2014
		Resolution 1409 of 2012
		Decree 3683 of 2003
		Law 697 of 2001

4.5	Assemblies of equipment, piping and machinery	Decree 3102 of 1997
		Decree 2981 of 2013 article 120
		Decree 4741 of 2005
		Resolution 1402 of 2006
		Resolution 2309 of 1986
		Law 1252 of 2008
		Law 55 of 1993
		Resolution 1409 of 2012
		Resolution 2578 of 2012
		Resolution 1903 of 2013
		Resolution 3368 of 2014
		Decree 3102 of 1997
		4.6
Resolution 541 of 1994		
Resolution 8321 of 1983		
Resolution 1402 of 2006		
Decree 4741 of 2005		
Resolution 2309 of 1986		
Law 1252 of 2008		
Law 55 of 1993		
Decree 2981 of 2013 article 120		
Resolution 2413 of 1979		
Resolution 2400 of 1979		
Agreement 167 of 1991		
Resolution 1792 of 1990		
Resolution 8321 of 1983		
Law 1310 of 2009 art. 8		
Law 1383 of 2010 art. 2		
Resolution 90708 of 2013		
Decree 112 of 1994		
Law 697 of 2001		
Resolution 1409 of 2012		
Resolution 2578 of 2012		
Resolution 1903 of 2013		
Resolution 3368 of 2014		
NTP 125		
Nacional Decree 2981 of 2013 art. 120		
Resolution 1402 of 2006		
Decree 4741 of 2005		
Resolution 2578 of 2012		
Resolution 1903 of 2013		
Resolution 3368 of 2014		
Resolution 1409 of 2012		

	Other requirements or suggested guides.	National Decree 2981 of 2013 art. 120
4.7	Maintenance of electric networks	Resolution 1402 of 2006
		Decree 4741 of 2005
		Decree 2981 of 2013 art. 120
		National Decree 3683 of 2003
		Law 697 of 2001
4.8	Plumbing	Decree 3102 of 1997
		Decree 2981 of 2013 art. 120
4.9	Private surveillance of facilities	Decree 3102 of 1997
		Decree 1594 of 1984
		Law 1539 of 2012
		Decree 3930 of 2010
4.10	Monitoring of Environmental variables	Law 769 of 2002
		Resolution 8321 of 1983
		Decree 4741 of 2005
		Resolution 1402 of 2006.
4.11	Supplier of chemical substances	Decree 198 of 2013
		Law 55 of 1993
		Law 1310 of 2009 art. 8.
		Law 1383 of 2010 art. 2
		Resolution 8321 of 1983
		Resolution 1402 of 2006
		Resolution 1402 of 2006.
		Decree 4741 of 2005
National Decree 198 of 2013		
4.12	Transport of hazardous goods and cargo of materials and equipment	Decree 198 of 2013
		Decree 321 of 1999
		Resolution 1016 of 1989
		Decree-law 1295 of 1994
		Law 100 of 1993
		Resolution 1402 of 2006
		Law 1252 of 2008
		Law 1259 of 2008
		Law 9 of 1979
		Resolution 2400 of 1979
		Law 105 of 1993
		Resolution 1401 of 2012
		NTC 4517
		NTC 1692
NTC 280		
Law 1310 of 2009 art. 8		
Law 1383 of 2010 art. 2		

		Law 1310 of 2009 art. 8	
	Other requirements or suggested guides	Law 1383 of 2010 art. 2	
		Decree 174 of 2001	
		Decree 198 of 2013 art. 10	
4.13		Passenger land transport	Law 1310 of 2009 art. 8
	Law 1383 of 2010 art. 2		
	Resolution 8321 of 1983		
	Resolution 1402 of 2006		
	Decree 4741 of 2005		
	Resolution 2309 of 1986		
4.14	Hazardous waste management	Law 1252 of 2008	
		Decree 886 of 2003	
		Resolution 1362 of 2007	
		Decree 3695 of 2009	
		Law 1259 of 2008	
		Resolution 619 of 1997	
		Decree 2041 of 2014 art. 53	
		Resolution 1402 of 2006	
		Resolution 058 of 2002	
		Resolution 909 of 2008 art. 104	
		Co-processing of waste	Resolution 909 of 2008
			Law 1252 of 2008
			Decree 3695 of 2009
			Law 1259 of 2008
		Waste incinerators	Law 769 of 2002
			Law 1310 of 2009 art. 8
			Law 1383 of 2010 art. 2
			Resolution 8321 of 1983
			Decree 2981 of 2013 art. 120
			Decree 1713 of 2002
	Law 1259 of 2008		
	Decree 3695 of 2009		
	Decree 4741 of 2005		
	Resolution 1402 of 2006		
	Management of recyclables	Resolution 2309 of 1986	
		Decree 3695 of 2009	
		Law 1259 of 2008	
4.16	Maintenance of fire extinguishers	Decree 3930 of 2010	
		Decree 4741 of 2005	
		Resolution 1402 of 2006	
		Resolution 2309 of 1986	
		Decree 2981 of 2013	
4.17	Maintenance of the	Law 1252 of 2008	
		Law 1259 of 2008	

	landfarming, sludge and phytoremediation systems	Decree 3930 of 2010
		Decree 4741 of 2005
		Decree 3695 of 2009
		Resolution 1402 of 2006
		Resolution 2309 of 1986
		Law 1252 of 2008
4.18	Maintenance of API separators, CPI, grease traps, septic tanks, desanders	Resolution 3957 of 2009
		Decree 8321 of 1983
		Law 769 of 2002
		Decree 4741 of 2005
		Resolution 1402 of 2006
		Resolution 3957 of 2009
		Decree 3930 of 2010
4.19	Washing of containers	Decree 4741 of 2005
		Resolution 1402 of 2006
		Decree 198 of 2013 art. 10
		Decree 198 of 2013
		Decree 2981 of 2013 art. 120
		Law 55 of 1993
4.20	Loading and unloading of vehicles	Law 1252 of 2008
		Decree 4741 of 2005
		Resolution 1402 of 2006
		Law 1259 of 2008
		Decree 3695 of 2009
		Decree 3102 of 1997
		Decree 3683 of 2003
		Law 697 of 2001
4.21	Maintenance of vehicles	Resolution 2309 of 1986
		Law 1252 of 2008
		Law 1259 of 2008
4.22	Signage	National Decree 3695 of 2009
		Law 55 of 1993
		Decree 2981 of 2013
		Decree 4741 of 2005
		Resolution 1402 of 2006
		Decree 2981 of 2013 art. 120
		Law 55 of 1993
		Law 1252 of 2008
		National Decree 2981 of 2013 art. 120
4.23	Hiring labor	Decree 3930 of 2010
		Decree 3102 of 1997
		Decree 539 of 2014 art. 21
		Resolution 2346 of 2007
4.24	Cafeteria, canteen and	Resolution 1016 of 1989



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	restaurant	Decree 614 of 1984
		Law 1562 of 2012
		Resolution 4502 of 2012
4.25	Occupational medical examination and management of medical history	Resolution 1995 of 1999
		Resolution 058 of 2007
		Decree 4741 of 2005
		Resolution 1918 of 2009

**Note.** In the aspects not considered in this document must be adhered to the provisions of the law. The provisions contained herein are subject to changes in legislation, event in which prevail the provisions of law.

Prepared	Reviewed	Approved
Jessica Salgado	Jessica Salgado	Maria Jose Garcia
Head of SISST	Head of SISST	Legal Affairs Manager