




MP 2

Suppliers and Contractors Management Procedure

Revision list


Revision No.	Description	Written By/Revised By	Date
0	First issue	C. Abela	01.10.2010
1	Minor updates to document	S. Scicluna	23.04.2014
2	<ul style="list-style-type: none"> - Included the SMS at DPS within the scope - Change in Company name adopted 	P. Conti	14.04.2016

Revised by: [signed] P. Conti Environmental & Safety Coordinator [signed] F. Marsh Lead Auditor	Verified by: [signed] I. Bonello Procurement Manager	Approved by: [signed] S. Scicluna EMS Management Representative [signed] H. Attard Executive Director Finance
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1 Aim and scope

The purpose of this procedure is to establish rules, roles and responsibilities with which Enemalta plc shall identify potential environmental and safety impacts caused by goods and services to be provided by suppliers and contractors and shall oblige suppliers and contractors to comply with relevant EMS and SMS requirements.

The procedure is applicable to all staff purchasing any good, service or works which can have environmental and safety impacts.

2 References

EN ISO 14001:04, clause 4.4.6


EN ISO OHSAS 18001:07, clause 4.4.6

Chapter 424 Occupational Health and Safety Authority Act

L.N. 281 of 2004 - Work Place (Minimum Health and Safety Requirements for Work at Construction Sites) Regulations

3 Terms and Definitions

ENE	Enemalta plc
EMS	Environmental Management System
SMS	Safety Management System - this applies only for Delimara Power Station and related Administration
LA	Letter of Acceptance:- The LA contains instructions for contractors and the contracting body specifying all conditions in the tender document, including the special conditions.
SAP®	Business Management Software:- SAP® is the software Enemalta is using to process all financial, transfer of goods entering the company warehouses and transfer of goods within the company, together with all fault reporting.
ER	Environmental Representative
SR	Safety Representative
SOPs	Standard Operating Procedures: An established written procedure to be followed by ENE staff, providing technical and organisational requirements to perform a specific activity

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H&S	Health and Safety
MPS	Marsa Power Station
DPS	Delimara Power Station

4 Responsibilities

Environmental and Safety Coordinator (E&SC)

- Provides the necessary support and environmental and safety documentation

Lead Auditor

- Defines the need for carrying out internal audits on contractors

Procurement Officer/s

- Identifies technical requirement by writing a tender specification
- Defines procedures to be followed by contractors

Tender Evaluation Team

- Evaluates tender offers submitted by the Tenderers for compliance against the published tender document. The team is made up of two or more officers.

Head of Health and Safety (H&S)


- Ensures that the company is compliant with Health & Safety standards, rules and legislation

Environmental Representative (Legal Obligations)

- Ensures that the company is compliant with standards, permits, rules and legislation related to the environmental management system

Project Manager

- Ensures that all safety rules and regulations are observed throughout the project
- Ensures that the contractor abides to all EMS SOPs
- Ensures that all project targets are reached on time as specified in the contract.

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Environmental Representative (ER)

- Identifies specific EMS training needs and informs the E&SC and Section Managers

Safety Representative (SR)

- Identifies specific SMS training needs and informs the E&SC and Section Managers

5 Frequency

- Document Use – This document needs to be used whenever a new contract is being drawn up.
- Document revision - This document should be reviewed and updated every twenty four (24) months, unless it is deemed necessary that it should be revised prior.


6 Detailed procedural rules

6.1 Tender

Goods, services or works in Enemalta plc are generally procured through a public tender. Special cases exist where a Direct Order is issued.

The tender specification is written by the requesting officer/s who define/s:

- the technical characteristics of the goods, services or works;
- delivery times and obligations
- any quality, environmental and/or safety management system certification(s), when relevant and not in conflict with EU regulations against commercial barriers;
- the need for permits, licenses, registrations, competence of personnel, documents as requested by law or by international standards;
- environmental, safety and quality procedures and rules and/or requirements to be observed during execution of services or works.

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The E&SC, supported by the environmental representative for legal obligations and the Head of Health and Safety is to provide the environmental and safety conditions and guidelines to be included in the tender specification, **DOC 1 - Tender Documents relating to Enemalta Environmental and Safety Management System**, which is available on the Enemalta Intranet Portal at location:

[Documents/Environmental Management System \(EMS\)/DOCs/](#)

These environmental and safety conditions are to apply for the purchase of goods, services and works and are to be updated as deemed necessary by the E&SC.

The Procurement Officer is to combine, where applicable, the Health & Safety and Environmental conditions with the tender specification. The Procurement officer can ask for technical support from the E&SC or the ER Legal Obligations in the case of environmental issues whilst from the Head of Health & Safety in the case of Health & Safety issues.

The E&SC and the Head of Health & Safety may be consulted again during the adjudication process in order to confirm whether the products or services being offered by the contractor or supplier are as per original request/specifications.


In certain instances contractors/suppliers may be requested to comply with Enemalta's SOPs.

The Letter of Acceptance (LA) shall contain instructions for contractors that they are to abide to all conditions in the tender document, including the special conditions.

6.2 Acceptance and Certification

Upon arrival of goods, two officers, normally a Procurement Engineer together with one officer representing the end user section, will certify that all requirements of the contract have been met. This is entered in SAP[®] which automatically releases the items for use.

In the case of a service or works, the responsible officers will certify that all requirements of the contract have been met. This is entered in SAP[®].

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6.3 Briefing of Contractor and training of Contractor's employees

A **Briefing Document for Contractors and Visitors** (specific for the sections of MPS, DPS or Distribution with reference numbers **DOC 11**, **DOC 12** or **DOC 13** respectively) will be provided and updated by the Head of Health & Safety and the E&SC. This document will support the correct and proper definition of rules and requirements stipulated in the tender specification. These documents are available on the Enemalta Intranet Portal at location:

DOC 11: [Documents/Environmental Management System \(EMS\)/DOCs/](#)

DOC 12: [Documents/Environmental Management System \(EMS\)/DOCs/](#)

DOC 13: [Documents/Environmental Management System \(EMS\)/DOCs/](#)


The responsible officer/s will oblige the contractor (or his/her representative) to train his/her employees working on the contract, on the contents of environmental and safety related documents. This training may be carried out in conjunction with ENE personnel depending on the nature and duration of the work. The contractor (or his/her representative) will then sign **DOC 2 - Contractor's Briefing & Employee Training** the documents confirming that they have understood the contents of these documents and that they will deliver the relevant training to their employees. This document is available on the Enemalta Intranet Portal at location:

[Documents/Environmental Management System \(EMS\)/DOCs/](#)

6.4 Internal Audits and Inspections on contractors' work

As per ENE's Special Conditions, the contractor may be subjected to internal audits by ENE during the contract duration in order to:

- verify compliance with contract requirements and rules in view of the commitment to the environmental and safety legislation and obligations to Enemalta plc EMS and SMS;
- assess any difficulties encountered by the contractor in conforming to the above mentioned requirements;
- verify the competency of the contractor's employees whilst they are performing their tasks.

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The Lead Auditor will determine the need for these internal audits as well as their frequency and detail depending on:

- the potential environmental, health and safety hazards;
- duration of the contract;
- environmental sensitivity and vulnerability of the territory where the work is being performed;
- the effects on safety within the area that works need to be performed.

All communication and interaction with the contractor shall be through the ENE officers supervising the works or end-users. The audit report shall be filed and kept by the Lead Auditor. A copy of this report will also be distributed to the supplier or contractor via ENE supervising officers or end users.

H&S Section carries out random inspections at all Enemalta plc sites to ensure conformities and report any deficiencies to respective management and follow up pending reports. Contractors carrying out works during the design and construction stage are also subject to inspections from Enemalta's appointed Project Supervisor Design/Construction Stage as per L.N. 281 of 2004.

7 Related documents

DOC 1 - Tender clauses relating to Enemalta Environmental and Safety Management System

DOC 2 - Contractor's Briefing & Employee Training

DOC 11 - MPS Briefing Document for Contractors and Visitors

DOC 12 - DPS Briefing Document for Contractors and Visitors

DOC 13 - Distribution Briefing Document for Contractors and Visitors