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| Document Number: SMS / Instruction / 00005 | Contractor & Sub-Developer Construction Plant Access to Construction Sites |  روشن Security Management System |
| Revision Number: 0 | | |

1. Definitions (for the purpose of this Instruction)

1.1 **Construction Plant:** heavy machinery, large equipment and appliances that although usually mobile can also be static. For the purpose of this Instruction, the following construction plant shall be recorded:


- Mobile cranes;
- Concrete pumps & mixers (company-owned);
- Bulldozers;
- Motorized Graders;
- Heavy, medium & light wheeled tractors (Front end loaders & JCB's);
- Wheeled or tracked excavators;
- Heavy tracked Augers & Drills;
- Articulated self-propelled boom platforms (man-lifts / MEWP's);
- Lightweight Dumpers;
- Heavy & Medium Vibratory Rollers;
- Bitumen layers;
- Bobcats;
- Generators;
- Compressors;
- Any other trailer-mounted equipment.

2. Purpose

- 2.1 ROSHN requires measures to be put in place that prevent, deter, delay and detect, attempted or actual unauthorized access, acts of damage and/or violence towards its staff members and/or property, and trigger an appropriate response.
- 2.2 This assignment instruction is to ensure a uniform approach of recording Contractors, Sub-Tier Contractors and Sub-Developers construction plant assets on ROSHN locations.

3. Scope

- 3.1 This assignment instruction applies to all ROSHN Project construction site locations.
- 3.2 This assignment instruction does not apply to Contractor, Sub-Contractor, Sub-Tier Contractors and Sub-Developer company vehicles, or private vehicles, which are addressed in separate instructions.

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4. Responsibilities

Contractor / Sub-Developer


Contractor / Sub-Developer is responsible for:

- ensuring that only competent operators, holding a valid license or qualification, operate the relevant construction plant;
- keeping records of all competent operators, including copies of all licenses and training certificates;
- ensuring all construction plant complies to ROSHN Construction Plant & Vehicle Management Standards;
- ensuring that all company-owned construction plant is marked, and easily identifiable as to belonging to that company;
- ensuring that all Company-owned construction plant located on Site is registered with Security Services Provider using Appendix 1 to this Instruction;
- informing Security Services Provider of any construction plant that is temporarily hired from a plant rental company to be brought onto Site, using Appendix 2 to this Instruction;
- ensuring construction plant when not in use, is parked in designated areas only, that are earmarked for equipment;
- ensuring security of their own construction plant, including keys.

Supervising Consultant / Engineer

Supervising Consultant / Engineer is responsible for:

- monitoring, reporting & recording on all construction plant, during routine monitoring health, safety & environmental protection assessments and observations, ensuring compliance to RRE-PXE-MAN-XX-00001 ROSHN HSSE Manual – Construction Plant & Vehicle Management Standard, and Air Quality Standards
- ensuring all construction plant operators have the correct valid licenses for the plant they operate;
- keeping up-to-date records of all construction plant on Site;
- acknowledging and confirming the submitted Construction Plant registers, and forwarding onto Security Services Provider.

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Security Service Provider

Security Service Provider is responsible for:

- verifying the road worthiness of all construction plant attempting to gain access to Site (minimum standard acceptable is to be sufficient tire tread, and no major fuel or oil leaks);
- keeping organized records of all construction plant on Site (Appendices 1 & 2).


ROSHN Senior Security Manager

- responsible for conducting random verification inspections to ensure this instruction is being complied with.

5. Procedure


- 5.1 Contractors, Sub-Developers and sub-tier Contractors are to ensure all of their company-owned major construction plant as defined previously, are easily identifiable as belonging to their company.
- 5.2 Contractor and Sub-Developers are to ensure all construction plant, including that owned and/or operated by their sub-tier Contractors, complies to RRE-PXE-MAN-XX-00001 ROSHN HSSE Manual – Construction Plant & Vehicle Management Standard, whether company-owned, or rented.
- 5.3 Contractor and Sub-Developers are to ensure that only trained and competent operators, holding a valid license or qualification, operate the relevant construction plant under their control.
- 5.4 Contractor and Sub-Developers are to keep organized records of all competent operators, including copies of all licenses and training certificates.
- 5.5 Contractor and Sub-Developers are to register all Company-owned construction plant, including that owned and/or operated by their sub-tier Contractors, that is located on Site, with the Supervising Consultant / Engineer using Appendix 1 to this Instruction.
- 5.6 Contractor and Sub-Developers are to inform Supervising Consultant / Engineer of any construction plant that is temporarily hired from a plant rental company to be brought onto Site, using Appendix 2 to this Instruction, submitting the form a minimum of 48 hours before expected arrival.

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- 5.7 Supervising Consultant / Engineer shall acknowledge and confirming the submitted Construction Plant registers, and copy onto the Security Services Provider. Supervising Consultant / Engineer shall keep original records of all construction plant on Site.
- 5.8 Supervising Consultant / Engineer shall monitor, report & record on all construction plant, during routine monitoring health, safety & environmental protection assessments and observations.
- 5.9 Security Services Provider shall keep organized records of all construction plant on Site.
- 5.10 Contractor and Sub-Developers are to inform Supervising Consultant / Engineer, who in turn informs the Security Services Provider, of planned removal of construction plant from Site using a Materials Outward Gate Pass, in accordance to other Security Assignment Instructions.

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Appendix 2

Temporary Hire Construction Plant

Project:

Phase:

Contractor:

On hire from Company:

Dates of Hire: **From:** **To:**

Construction Plant Details:

| Serial | Type of Plant | Plant Identification # | Plant Registration # (if applicable) |
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Contractor Authorized Name:

Consultant Authorized Name:


Signature:

Signature:

Company Stamp:

Company Stamp:

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Appendix 2

Temporary Hire Construction Plant

Project:

Phase:

Contractor:

On hire from Company:

Dates of Hire: **From:** **To:**

Construction Plant Details:

| Serial | Type of Plant | Plant Identification # | Plant Registration # (if applicable) |
|--------|---------------|------------------------|---|
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Contractor Authorized Name:

Consultant Authorized Name:


Signature:

Signature:

Company Stamp:

Company Stamp:

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Appendix 1

Approved List of Sub-Contracted Service Providers

Project:

Phase:

Contractor:

Valid From:

To:

| SERIAL | SUB-CONTRACTOR | SERVICE BEING PROVIDED | DATES FROM / TO |
|--------|----------------|------------------------|-----------------|
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Contractor Authorized Name:

Consultant Authorized Name:

Signature:


Signature:

Company Stamp:


Company Stamp:

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1. **Definitions** (for the purpose of this Instruction)

- a. **Sub-Contractor:** a company awarded by the principle contractor the performance of part of the work or services of an existing contract entered between the client and principle contractor;
- b. **Service Providers:** a vendor offering construction support services rather than products (e.g. sub-contracted lifting operations, refueling and repair, concrete mixer deliveries, concrete pump suppliers, all types of water supply, radiation non-destructive testing services, horizontal directional drilling, well-drilling, geological surveys, piling operations, etc.);

2. **Purpose**

- 2.1 ROSHN requires measures to be put in place that prevent, deter, delay and detect, attempted or actual unauthorized access, acts of damage and/or violence towards its staff members and/or property, and trigger an appropriate response.
- 2.2 This assignment instruction is to ensure a uniform approach of controlling access and egress for Service Providers as part of a sub-contract of the Works at ROSHN locations.

3. **Scope**

- 3.1 This assignment instruction applies to all ROSHN Project construction site locations.
- 3.2 This assignment instruction does not apply to Sub-contracted haulage tipper trucks, which are addressed in a separate instruction.


4. **Responsibilities**

Contractor

Contractor is responsible for:

- informing the Supervising Consultant of all Sub-contracted Service Providers planned for support services to the Works;
- informing the Supervising Consultant on the initial arrival of all sub-contracted lifting operation providers;
- informing the Supervising Consultant when the Sub-contracted service is no longer required, so approval can be withdrawn;

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- requesting an extension of time to the Supervising Consultant where supplied services extend beyond the approved time.

Supervising Consultant / Engineer

Supervising Consultant / Engineer is responsible for:

- ensuring all Sub-Contracted Service Providers have the required licensing and approval to operate within Kingdom of Saudi Arabia for conducting their named operations;
- verifying Sub-Contracted lifting operation provider's equipment and personnel conform to legislative requirements and ROSHN Standards;
- informing Security Service Provider of approved Sub-Contracted Service Providers that are allowed access to Site;
- Supervising Consultant HSE Staff are responsible for verifying that refueling vehicles, and maintenance/servicing vehicles conform to all Kingdom of Saudi Arabia legislative requirements and ROSHN Standards.


Security Service Provider

Security Service Provider is responsible for:

- ensuring all Sub-Contracted Service Providers are on the approved list before allowing access to Site;
- verifying the road worthiness of all vehicles attempting to gain access to Site (minimum standard acceptable is to be sufficient tire tread, and no major fuel or oil leaks);
- retaining records of approved Sub-Contracted Service Providers.

ROSHN Senior Security Manager

- responsible for conducting random verification inspections to ensure this instruction is being complied with.

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5. Procedure

Concreting Operations

5.1 A minimum of two (2) days preceding concreting operations for the Works, Contractor shall submit a list that can be found at Appendix 1, of all approved Sub-Contractors to the Supervising Consultant who will undertake concreting operations on their behalf, to include, but not limited to:

Concrete mixers;
Concrete pumps;
Specialist formwork installers (if applicable).

5.2 Supervising Consultant shall ensure the named companies have the required licensing and approval to operate within Kingdom of Saudi Arabia for conducting concreting operations.

5.3 Once verified, the Supervising Consultant shall then supply the approved list of Sub-Contractors approved to undertake concreting operations for the Works to the Security Services Provider.

5.4 The approved list of Sub-Contractors for concreting operations shall be valid for a period of three (3) months. If concreting operations are due to last longer than this period, then the whole process shall be repeated.

5.5 On arriving to Site access point, the Security Services Provider is to verify that the Sub-Contractor is on the approved list for concreting operations, and that the delivery note confirms that it is for the named Contractor on the approved list.


Sub-contracted Lifting Operations

5.6 A minimum of five (5) days preceding lifting operations for the Works, Contractor shall submit a list using Appendix 1 of all approved Sub-Contractors to the Supervising Consultant who will undertake lifting operations on their behalf.

5.7 The Supervising Consultant shall ensure the named companies have the required licensing and approval to operate within Kingdom of Saudi Arabia for conducting lifting operations.

5.8 Once verified, the Supervising Consultant shall then supply the approved list of Sub-Contractors approved to undertake lifting operations for the Works to the Security Services Provider.

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- 5.9 The approved list of Sub-Contractors for lifting operations shall be valid for a period of six (6) months. If lifting operations are due to last longer than this period, then the whole process shall be repeated.
- 5.10 On arriving to Site access point, the Security Services Provider is to verify that the Sub-Contractor is on the approved list for lifting operations, and that the delivery note confirms that it is for the named Contractor on the approved list.
- 5.11 The Principle Contractor shall notify the Supervising Consultant on the initial arrival on Site of the Sub-Contractor, who shall verify that the lifting equipment and operator conforms to ROSHN Standards, including but not limited to, crane 3rd Party inspection certificate, lifting ancillary inspection certificates, and operator (and Rigger, where supplied by the Sub-Contractor) licenses.

Refueling, Repair, All types of Water delivery, Solid & Liquid Waste Removal Service Providers

- 5.12 A minimum of two (2) days preceding the Works, Contractor shall submit a list of all approved Sub-Contractors using Appendix 1 to the Supervising Consultant who will undertake both refueling or construction plant / vehicle repair services, all types of water delivery, and solid & liquid waste removal (including cleaning where required) on their behalf.
- 5.13 The Supervising Consultant shall ensure the named companies have the required licensing and approval to operate within Kingdom of Saudi Arabia for conducting the services.
- 5.14 Once verified, the Supervising Consultant shall then supply the approved list of Sub-Contractors approved to undertake both refueling or construction plant / vehicle repair services, all types of water delivery, and solid & liquid waste removal services for the Works to the Security Services Provider.
- 5.15 On arriving to Site access point, the Security Services Provider is to verify that the Sub-Contractor is on the approved list for refueling or construction plant / vehicle repair, all types of water delivery, or solid & liquid waste removal services, and that the delivery note confirms that it is for the named Contractor on the approved list.
- 5.16 The approved list of Sub-Contractors for both refueling or construction plant / vehicle repair, all types of water delivery, and solid & liquid waste removal services shall be valid for the period of the Contract. When the Contract is near completion, or the Services are no longer required, the Contractor shall inform the Supervising Consultant to withdraw the approval, who in turn shall instruct the Security Services Provider.


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All other Service Providers

- 5.17 A minimum of five (5) days preceding the Works, Contractor shall submit a list of all approved Sub-Contractors using Appendix 1 to the Supervising Consultant who will undertake both all other services on their behalf, which shall include the expected dates of the Sub-contracted Works.
- 5.18 The Supervising Consultant shall ensure the named companies have the required licensing and approval to operate within Kingdom of Saudi Arabia for conducting the required services.
- 5.19 Once verified, the Supervising Consultant shall then supply the approved list of Sub-Contractors approved to undertake the designated services for the Works to the Security Services Provider.
- 5.20 The approved list of Sub-Contractors for the designated services shall be only valid for the period stated within the original request.
- 5.21 If the Sub-contracted Works exceeds the period stated, the Contractor shall request the Supervising Consultant for an extension of time, not to exceed one (1) month.

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| Document Number: SMS / Instruction / 00004 | Temporary Worker Access to Construction Sites |  |
| Revision Number: 0 | | |

1. Definitions (for the purpose of this Instruction)

Temporary Worker a worker engaged for a specific period of time, usually a task-based contract, seasonal or casual work, including day labour, but the time period does not exceed seven (7) days.

2. Purpose

- 2.1 ROSHN requires measures to be put in place that prevent, deter, delay and detect, attempted or actual unauthorized access, acts of damage and/or violence towards its staff members and/or property, and trigger an appropriate response.
- 2.2 This assignment instruction is to ensure a uniform approach of controlling access and egress for Temporary Workers to ROSHN locations.

3. Scope

- 3.1 This assignment instruction applies to all ROSHN Project construction site locations.
- 3.2 This assignment instruction does not apply to Contractor, Sub-Contractor, Sub-Tier Contractors and Sub-Developer workers whose Works are expected to take more than seven (7) days, which are addressed in separate instructions.


4. Responsibilities

Contractor / Sub-Developer

Contractor / Sub-Developer is responsible for:

- verifying the Temporary Workers being employed, whether directly, or indirectly (e.g. through a sub-Tier Contractor) hold a valid work visa;
- ensuring that the Company supplying the Temporary Workers are licensed and approved to operate within the Kingdom of Saudi Arabia for conducting their named operations;
- completing a Temporary Works Gate Pass, as found at Appendix 1, and submitting to the Supervising Consultant / Engineer a minimum of twenty-four (24) hours before the Works is to start;

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- on initial arrival of the Temporary Workers to Site, inspect and verify that all equipment, including tools, materials, and personal protective equipment (PPE), conforms to ROSHN Health, Safety, Security & Environmental Protection Standards;
- continuous monitoring of the Temporary Workers to ensure compliance to all ROSHN contractual requirements.

Supervising Consultant / Engineer

Supervising Consultant / Engineer is responsible for:

- ensuring all Companies supplying Temporary Workers have the required licensing and approval to operate within Kingdom of Saudi Arabia for conducting their named operations;
- once verified, approving the submitted Temporary Gate Pass, and forwarding onto Security Services Provider.

Security Service Provider


Security Service Provider is responsible for:

- verifying the road worthiness of all vehicles attempting to gain access to Site (minimum standard acceptable is to be sufficient tire tread, and no major fuel or oil leaks);
- ensuring only those vehicles and Temporary Workers listed on the Temporary Worker Gate Pass are entering the Site;
- confirming all Temporary Workers have a valid work visa, and refuse entry to those in non-compliance, informing Supervising Consultant / Engineer when found;
- validate each arrival of the Temporary Workers for the period of validity of the Temporary Worker Gate Pass.

ROSHN Senior Security Manager

- responsible for conducting random verification inspections to ensure this instruction is being complied with.

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5. Procedure

Validity

- 5.1 A Temporary Worker Gate Pass is only valid for a period of seven (7) days.
- 5.2 As soon as the Contractor / Sub-Developer is aware that the Works will take longer than seven (7) days, the Contractor / Sub-Developer must resubmit another new Temporary Worker Gate Pass for approval by the authorized Supervising Consultant / Engineer.
- 5.3 A temporary worker may not appear on a Temporary Worker Gate Pass more than three times (i.e. for a period of twenty-one (21) days). Any worker employed for more than twenty-one (21) days, shall be considered a permanent worker for that Employer, and the Assignment Instruction on permanent workers shall be followed.

Process

- 5.4 Once the Contractor / Sub-Developer is made aware by their Schedule of Works that Temporary Workers will be required for a specific task, they must ensure that only a licensed and approved Company for conducting the required operations, or an Agency that is licensed and approved for supplying temporary manpower, is used.
- 5.5 Contractor / Sub-Developer is to confirm with the Supplier of the Temporary Workers that the workers being supplied hold a valid work visa.
- 5.6 Contractor / Sub-Developer is then to complete a Temporary Works Gate Pass, as found at Appendix 1, and submit to the Supervising Consultant / Engineer a minimum of twenty-four (24) hours before the Works is to start.
- 5.7 Supervising Consultant / Engineer is to confirm that the Company supplying the Temporary Workers is licensed and approved to operate within Kingdom of Saudi Arabia.
- 5.8 Supervising Consultant / Engineer is then to approve the request for the Temporary Worker Gate Pass and forward on to the Security Services Provider.
- 5.9 On arrival, each and every time, the Security Services Provider shall confirm the Temporary Workers are those named individuals on the temporary worker gate pass, and that all have valid work visas in their possession.

