

Safety and Health Standard: Prior Control, Documented Inspections and Coordination Meetings with EECCs

Code: NT.00034.GN-SP.ESS

Edition: 5



The following text is a translation of the original Procedure "Estándar de Seguridad y Salud: Control Previo, Inspecciones Documentadas y Reuniones Coordinación con EECC (NT.00034.GN-SP.ESS), Version 5, in order that the contents should be easily understood by all Gas Natural Fenosa employees. In the event of any discrepancy in interpretation which may arise from the translation, the contents of the original Spanish version currently in force shall prevail for all relevant purposes.

THE DIRECTOR OF PURCHASING, PREVENTION AND GENERAL SERVICES

Date approved: 10/12/2015

Date translated: 11/11/2015

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Safety and Health Standard: Prior Control, Documented Inspections and Coordination Meetings with EECCs

1. Purpose

The purpose of this Safety and Health Standard is to establish appropriate processes to ensure that the work performed by Gas Natural Fenosa (hereinafter, the company), whether through its own personnel or through personnel of Collaborating Companies (hereinafter, EECCs), meets all legal health and safety requirements, as well as all requirements freely imposed by the company.

2. Scope

The scope covers all of the activities for which the company uses its own personnel or the personnel of EECCs and which could place either the personnel performing the activities at risk or third parties or our installations or the installations of third parties.

3. Reference Documents

NG.00002.GN: Integrated Management System Manual

4. Definitions

Activity: any type of work, whether maintenance, field operations or the construction of new assets, performed by the company, either with its own personnel or through EECC personnel.

Control prior to the start of work: a check of safety conditions that must be performed prior to starting work; this control also identifies unique aspects in the area surrounding the activity that could have an influence on the necessary preventive measures.

Coordination meetings: actions for transmitting the company's safety commitment through the instigation of a visible change in the behaviour of people, applying the following five principles on which the project is based:

- Nothing is more important than Safety.
- All accidents can be avoided.
- Safety is a management responsibility.
- Safety is an individual responsibility.
- All work must be planned and executed with Safety in mind.

Deviation: any aspect detected during the course of a documented inspection that does not meet the requirements of the corresponding general standards, technical standards or operational procedures. A deviation may lead to its corresponding "non-conformity".

Check list: list of elements, actions or aspects that a person must check prior to or during the execution of an activity, including any space necessary or sufficient for identifying the work, the person executing it and the checked items and aspects.

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Documented inspection: activity performed by a person with adequate training to verify and provide details of compliance and non-compliance with hazard prevention regulations, based on criteria set out on a check list. If the criteria are not met, this person also carries out any actions necessary to eliminate the hazard or to ensure that it has no consequences for people or property.

Work place, a specific place where a certain activity is carried out.

5. Responsibilities

Identified in each section of this technical standard.

6. Development

This Health and Safety Standard is composed of a main body, three (3) parts and two (2) addenda for Part 1, which develop this part in detail: Management of work performed by contractors (NT.00034.GN-SP.ESS)

- Part 1Control prior to starting work (NT.00034.GN-SP.ESS-PT.01)
 - Addendum 1: Shared Services Activities
 - Addendum 2: Sales Activities and Operations of the Retail Bus. Div.
- Part 2Documented inspection (NT.00034.GN-SP.ESS-PT.02)
- Part 3Coordination meetings (NT.00034.GN-SP.ESS -PT.03)

7. Data registration

NT.00034.GN-SP.ESS-FO.01 Control prior to starting work

NT.00034.GN-SP.ESS-FO.02 Documented inspection of work safety conditions

NT.00034.GN-SP.ESS-FO.03 Control prior to starting work. Addendum of Shared Services Activities

NT.00034.GN-SP.ESS-FO.04 Control prior to starting work. Addendum of Sales Management and Operations of the Retail Bus. Div.

8. List of Addenda

Appendix 01: Members of the Network of Partner Companies

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Appendix 01: Members of the Network of Partner Companies

Sponsor	Mr José María Nubla Ladrón
Leader (Operations)	Mr Antonio Orta Costea
Leader (Contracts).....	Mr Francisco García Acosta
E.U. Member (Operations).....	Mr David Ingelmo Tardío
UPTC Member (Contracts)	Mr Bartolomé Domínguez Domínguez
Reg. Elec. Bus. Member (Operations).....	Ms Rebeca Moreno Velasco
Reg. Elec. Bus. Member (Operations).....	Mr Fernando Val López
Reg. Elec. Bus. Member (Contracts)	Mr José Luis Fernández Fernández
Reg. Elec. Bus. Member (Contracts)	Mr Ángel Ramos Gómez
Reg. Gas Bus. Member (Operations)	Mr Raúl García Díaz
Reg. Gas Bus. Member (Contracts)	Mr Pablo Ruiz Díez
Generation Member (Operations)	Mr Jordi Vich Llobet
Latam Member (Operations).....	Mr Juan Manuel Calvo Gutiérrez
Latam Member (Operations).....	Mr Francisco de Javier Batlle Mercade
Prevention Member (Operations)	Mr David Serantes Díaz
Prevention Member (Contracts).....	Mr Miguel Ángel Aymerich Rico
Procurement Member (Operations)	Mr Francesc Xavier Sarroca Diez
Procurement Member (Contracts)	Mr Francesc Xavier Borotau Sanmiquel
Procurement Member (Contracts)	Mr Francesc Aixelà Palou
Retailer Member (Operations)	Mr Matias Cuerva Rey
Retailer Member (Contracts)	Mr José Antonio Gómez Alcántara
Wholesaler Member (Operations).....	Mr Javier de los Ríos Martín de Argenta
Legal Services Member (Contracts)	Ms. Elena Pereira Gómez

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Part 1: Control prior to starting work

Code: **NT.00034.GN-SP.ESS-PT.01**

Edition: **6**



The following text is a translation of the original Procedure "Control previo al inicio de los trabajos" (NT.00034.GN-SP.ESS-PT.01), Version 5, in order that the contents should be easily understood by all Gas Natural Fenosa employees. In the event of any discrepancy in interpretation which may arise from the translation, the contents of the original Spanish version currently in force shall prevail for all relevant purposes.

THE DIRECTOR OF PURCHASING, PREVENTION AND GENERAL SERVICES

Date approved: 20/09/2016

Date translated: 11/07/2016

Safety and Health Standard: Prior Control, Documented Inspections and Coordination Meetings with EECCs

Part 1: Control prior to starting work

Change Log

Edition	Date	Reason for the edit and/or summary of changes
1	12/04/2013	Newly published document
2	11/07/2013	Deletion of reference to transitory provision in the main section and improvements to the text of the specific transitory provision of this part
3	17/09/2013	Review of the TS in accordance with the results of the pilots
4	01/07/2014	Revision of the title of the NT. Expansion of the scope of the Safety and Health Standard to activities performed by own personnel. Elimination of transitory provisions.
5	01/09/2015	Inclusion of section 6.2 for specific addenda for activities of Shared Services and Retailer Bus. Div. Inclusion of addenda
6	07/07/2016	Added: <ul style="list-style-type: none">• Types of work in section 6.1.2 and modification of form 1.• Paragraph stating that all required verifications have been carried out in section 6.1.7.

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Part 1: Control prior to starting work

1. Purpose

To establish the minimum health and safety checks that the team formed by own personnel or EECC personnel must carry out prior to starting any activity, as well as to identify unique aspects in the area surrounding the activity that could have an influence on the preventive measures that are necessary.

The purpose of the prior control is to raise awareness of aspects of health and safety on a daily basis, ensuring that:

First.....I think in terms of Health and Safety. That means that **I plan my actions and those of my personnel.**

Second.....I act, therefore I **work.**

2. Scope

As indicated in the main section of Technical Standard NT.00034.GN-SP.ESS.

3. Reference Documents

Those listed in the main section of Technical Standard NT.00034.GN-SP.ESS.

4. Definitions

Those listed in the main section of Technical Standard NT.00034.GN-SP.ESS.

5. Responsibilities

The team that is going to execute an activity is responsible for the following:

- Execution of the control prior to starting work¹. The form show as Form 1 "CONTROL PRIOR TO STARTING WORK" (NT.00034.GN-SP.ESS-FO.01) should be filled in for this purpose. For activities that last longer than one day, the form should be filled in for each working day.
- Custody of the duly completed form at the work place.

¹ In the case of repetitive activities such as reading meters, conducting periodic inspections of the gas installation, maintenance activities on the same type of installations, sample-taking, etc. the unit responsible for this work must defined when the Prior Control should be carried out, based on a hazards assessment: At the start of each job, at the start of the working day or when required by conditions in the surrounding area.

If activities are carried out to deal with urgent situations, the unit responsible for them must define when the prior control should be carried out, based on the priority of the urgent situation and its resolution phase.

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- Custody for the duration of the activity, or for the minimum amount of time defined by each business, depending on the type of activity.

At the work place, it will be the responsibility of the company to request the form filled in by the persons who are carrying out their normal activity.

If EECCs are already carrying out this prior control activity using their own forms or checklists, the company businesses will be responsible for checking that the contractor's form meetings the minimum requirements of this Part 01, as a minimum.

6. Development

6.1. Check list form

The form or check list is split up into (6) parts:

6.1.1. Activity identification

- GNF development unit: The company unit irresponsible for executing, or ensuring the execution of the activity must be indicated.

For example, if the activity is the preventive maintenance of an installation, the Technical Service or Operations Centre, etc. that orders the activity should be indicated.

- Executing Company/Unit: It should be indicated which unit is directly responsible for executing the activity.

- Work place: The place where the activity is carried out should be noted.

For example, address, street, installation name, etc.

- Work to be performed: The activity to be carried out should be identified.

For example, ERM inspection, pruning trees, connection construction, connection renovation, etc.

- PT/OT No.: Work permit or work order number.

- Works Manager or Foreman: Person responsible for executing the work, or the person that orders the execution.

For example, the team leader of the contractor's workforce.

- No. of People: Indicate the number of people at the site of the activity while it is being carried out.

- Date: Date on which the form or check list is filled in.

- Time: Time at which the form or check list is filled in.

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6.1.2. Type of Work

The types of work that will be performed should be marked in the corresponding boxes. Several types may be marked.

- Work at height: Work performed in elevated areas without adequate protection, such as railings, walls, parapets, barriers, etc., as well as in the accesses to these zones and in holes in floors and work areas.

For example, holes, fixed or portable ladders, scaffolding, platforms, elevated structures, gantries, unevenness, supports and towers, etc.

- Work in trenches/excavations: Any work performed in or around trenches or excavations.
- Work in galleries/tunnels/enclosed spaces: Any work performed inside galleries, tunnels or enclosed spaces.
- Work in confined spaces: Any work performed inside spaces with limited entrance and exit openings and unfavourable natural ventilation, in which toxic or flammable contaminants could accumulate or in which there could be a low oxygen atmosphere, not designed to be continuously occupied by workers.
- Work in explosive atmospheres: Any work performed in places where there is the possibility of an explosive mixture of air with gases or combustible substances occurring, or excess pressure in pressurised containers.
- Civil construction work: Any activity involving civil construction or engineering work.

For example, excavation, earthmoving, construction, assembly and dismantling of prefabricated components, dismantling of installations, demolition, ...

- Work with chemical substances: Any work involving the possibility of injuries caused by contact with aggressive substances, or effects caused by the presence of these substances in the environment, regardless of whether the substances are corrosive, irritants, other chemical contaminants or substances that cause allergies.
- Mine operation works: Any work performed in open cast, underground or drilling mine operation areas.
- Felling/pruning/clearing work: Any work involving felling, pruning or clearing activities, using either mechanical or manual tools.
- Load lifting/movement work: Any work involving the operation of load movement equipment, or work performed in the vicinity of such equipment.

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- Work without voltage: Any work performed on electrical installation after having taken the measures necessary to ensure that the installation is not live.
- Work with voltage: Any work during which workers come into contact with live elements, or enter the hazard zone either with a part of their body or with the tools, equipment, devices or materials that they handle. The manoeuvres and the measurements, tests and verifications defined below are not considered as work with voltage.
- Electrical measurements, tests and verifications: Any activities aimed at checking compliance with specifications or the technical and safety conditions necessary for the proper functioning of an electrical installation, including those aimed at checking its electrical, mechanical or thermal status, the effectiveness of its protections or safety or operating circuits, etc.
- Work around voltage: Any work during which workers come into contact, or could come into contact with live elements, or enter the hazard zone either with a part of their body or with the tools, equipment, devices or materials that they handle.
- Optical fibre laying and maintenance work: Any work involving laying cable or maintenance and/or inspection tasks of these types of installations.
- Gas pipe laying and maintenance work: Any work involving the construction or maintenance of gas transport pipes and connections.
- Gas installation measurements, tests and verifications: Any activities aimed at checking compliance with specifications or the technical and safety conditions necessary for the proper functioning of a gas installation, including those aimed at checking its general status or the effectiveness of its protections, etc.
- Construction, maintenance and repair of gas reception installations and thermal installations.
- Activity quality control.
- Operations on electrical networks and installations.
- Other: in this case, the type of work to be carried out should be noted.

6.1.3. Most significant envisaged hazards

The most significant envisaged hazards should be marked in the corresponding check box:

- Falling on the same - different level: These hazards can be identified when there are obstacles or substances on the ground that could cause someone to fall by slipping or tripping, and/or when work is performed in elevated areas

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without adequate protection such as railings walls, etc., as well as in accesses to these areas and in holes in floors and work areas.

- Falling objects: This hazard arises when there is the possibility of objects or materials falling while work is being performed or during training and lifting operations by hand or using machinery. In addition, this hazard can arise when there is a possibility of objects that are not being handled falling from their location.
- Contact with chemical substances: This hazard arises when there is the possibility of injuries caused through contact with aggressive substances or impacts caused by the presence of these in the environment.
- Contact with heat: This hazard arises when there is the possibility of burns or injuries caused by contact with hot or cold surfaces or products.
- Electrical contact: This hazard arises when there is the possibility of injury or damage caused by current passing through the body.
- Electrical arc: This hazard arises when there is the possibility of injury or damage caused by burns when an electrical arc occurs.
- Fire/Explosion: These hazards arise when there is the possibility of a fire starting or spreading as a consequence of work activities or work place conditions, and/or of an explosive mixture of air with gases or combustible substances, or excess pressure in pressurised containers.
- Landslides/Collapses: These hazards arise when there is the possibility of the collapse of permanent or temporary structures.
- Animal attack: This hazard arises when there is the possibility of injuries or other consequences due to the action of animals on the body.
- Exposure to chemical substances / asphyxia / intoxication: These hazards arise when there is the possibility of injury or other consequences caused by exposure to substances that are damaging to health and/or harmful environments with the presence of carbon monoxide or oxygen concentrations of less than 21%.
- Exposure to biological contaminants: This hazard arises when there is the possibility of injury or other consequences due to exposure to biological contaminants.
- Noise/Vibration: These hazards arise when there is the possibility of hearing injury occurring due to exposure to noise limits in excess of permitted limits and/or injuries due to prolonged exposure to mechanical vibrations.

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- Entrapment: This hazard arises when there is the possibility of suffering injury due to the entrapment or crushing of any part of the body by machinery mechanisms or between objects, parts or materials.
- Traffic accidents: This hazard arises when there is the possibility of suffering an injury due to being impacting or run over by a motorised vehicle or machine during the working day.
- Impacts: These hazards arise when there is the possibility of injuries being caused as a result of impacts or blows by elements such as protruding parts of machines, installations or materials, narrow areas of walkways, low beams or conduits, etc.
- Blows/Cuts: This hazard arises when there is the possibility of injury caused by sharp, pointed or abrasive objects, tools and hand tools, machine tools, etc.
- Projections: This hazard arises when there is the possibility of injury being caused by parts, fragments or small particles of material being projected by a machine, tool or mechanical action, in addition to projections of liquids from leaks or discharges of vapour, liquefied gases, etc.
- Ionising radiation: This hazard arises when there is the possibility of injuries or other consequences due to the action of ionising radiation of an atomic origin.
- Non-ionising radiation: This hazard arises when there is the possibility of injuries due to the action of non-ionising radiation (welding).
- Other: Note any other significant hazards.

6.1.4. Protection

The protection that should be used during the execution of an activity should be marked in the corresponding check box:

- Hard hat (with chin strap for work at height): Protects the head against falling objects and falls on the same and different levels. Use of chin strap mandatory for work at height.
- Hearing protection: Protects the user against hearing loss due to exposure to noise levels in excess of permitted limits.
- Respiratory protection: Protects respiratory tracts against particles, hazardous chemical substances and biological agents.
- Face protection: Eyes and face (mechanical impacts, chemical substances, electrical arc, etc.): Protects the eyes and face against mechanical impacts, sprays or splashes of liquids (chemical and biological substances) and against electrical and thermal hazards.

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- Safety footwear (mechanical, chemical, etc.): Protects the user against objects falling onto their feet, treading on pointed or sharp objects, cold/hot environments or surfaces and sprays and splashes of liquids.
- Safety harness/Fall arrest system: Protects the user against the hazard of falls between different levels.
- Protective gloves (mechanical, chemical, fireproof, etc.): Protect the user's hands and arms against mechanical, chemical and thermal hazards, etc.
- HV/LV electrical protection gloves: Protects the user against hazards of an electrical origin, depending on the voltage level for which they are designed.
- Chemical protection suit: Protects the user against chemical hazards posed by splashes or projections in the form of solid, liquid or gaseous particles or hazardous vapours.
- Fireproof clothing: Protects the user against hazards of a thermal origin, such as fires, explosions or splashes of incandescent particles.
- Welding screen/goggles: Protects the eyes and face against welding radiation.
- Respiratory protection equipment: Protects the user against non-breathable atmospheres (due to the existence of hazardous chemical contaminants or the lack of oxygen).
- Discharge in installation (5 golden rules): Isolate the system, equipment or component from any source of electrical, heat, mechanical or hydraulic, etc. energy, and from all chemical products and fluids in general that may be supplied to it. Empty or make the item inert to ensure that work can be performed on it in a manner that is safe for people, installations and the environment.
- Sign and mark out work area: This action involves installing signs to mark any hazards that may arise during the activity, and their preventive resources (particularly preventive resources for personal use), as well as the physical marking out of the zone in which said activity takes place.
- Signs in work area (traffic, etc.): This action involves installing signs to mark hazards that exist in the area and their preventive measures.
- Detection of gases in atmosphere: The use of equipment aimed at detecting hazardous chemical contaminants, the presence of explosive atmosphere or the lack of oxygen.
- Isolated tool: Tools intended for working with electrical hazards, to be used according to the usage voltage for which they are designed.
- Spark suppression tool: Tools intended for work in hazard areas due to the presence of explosive atmospheres.

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- Portable lighting: Intended to improve the lighting in existence in the work place.
- Rescue system: A system designed to facilitate rescuing workers from spaces that are difficult to access.
- Isolating mats and poles: Isolating equipment that protects against electrical hazards, depending on the usage voltage for which it is designed.
- Fire protection: Fire detection, alarm and extinguishing equipment.
- Life jacket: Equipment designed to protect against the hazard of drowning.
- Reflective vest.
- Electric arc protection suit.
- Beekeeper suit.
- Other: in this case, the type of protection to be used should be noted.

6.1.5. Conditions in the surrounding area

This section will be used to report on any situations in which the conditions in the surrounding area could have a direct or indirect influence on the execution of work and its safety.

- Activity area: Indicate the type of zone where the activity is carried out:
 - Residential (housing)
 - Commercial
 - Industrial
 - Rural
 - Swamps
 - Mines
 - Mountainous
 - Enclosures or the interior of company installations
 - Other, in this case the type of activity zone should be described.
- Vehicle traffic: It should be indicated whether or not vehicle traffic can influence the execution and safety of work. If indications are provided for information purposes, the type should be reported:
 - High density
 - Heavy vehicle traffic

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- Proximity to high speed roads
- Other, in this case the type of vehicle traffic should be described.
- Weather: It should be indicated whether or not weather can influence the execution and safety of work. If indications are provided for information purposes, the existing weather should be reported:
 - Wind
 - Rain
 - Snow
 - Ice
 - Other, in this case the existing weather should be described.
- Special conditions: In this section, information should be filled in or added about any conditions or unique aspects of the area surrounding the activity:
 - Zone of conflict
 - Night-time work
 - Other, in this case the type of special condition should be identified

6.1.6. Comments or remarks

Section set aside for the person conducting the PC to note any aspects that they consider relevant and that could have a direct or indirect influence on safety.

6.1.7. Prepared by

The form or check list must be filled in:

- If the team is an individual: By the person executing the works who, in addition, must sign and indicate their personal ID number.
- If the team is a group of workers: By the person performing the functions of manager (foreman, etc.), with the cooperation and involvement of the entire work team. As a minimum, the form must be signed by the person who performs the functions of head of the work team, who should also be identified by their personal identification number.

Sign this document to confirm that all the verifications required to carry out the work / activity under appropriate health and safety conditions have been carried out and all required preventive measures for the work have been communicated to all the workers involved in the work / activity.

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Part 1: Control prior to starting work

6.2. Specific forms

In accordance with the provisions included in footnote 1 of point 5, the following addenda will be applicable:

- Addendum 1: "Shared Services Activities" for multiple and repetitive gas and electricity operations.
- Addendum 2: "Sales Management Activities and Operations of the Retail Bus. Div." for the activities of SERVICAS and SERVELECTRIC.

7. Data records: Applicable forms

Form NT.00034.GN-SP.ESS-FO.01 should be used.

Regarding the specific forms, the applicable formats will be:

- For Addendum 1, format NT.00034.GN-SP.ESS-FO.03.
- For Addendum 2, format NT.00034.GN-SP.ESS-FO.04.

In those businesses where mobile devices (PDA, tablet, etc.) are supported by the information format for planning activity orders or daily work assignments is supported, as well as in those business where work orders are issued on forms prepared by specific applications (such as SAP PM), the form set out in this Part 01 may be substituted by a specific form adapted to the activity, in which case the items chosen should be a sub-group applicable to the businesses, as defined in this part of the TS.

8. List of Addenda

- Addendum 1: "Shared Services Activities".
- Addendum 2: "Sales Management Activities and Operations of the Retail Bus. Div."

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Addendum 1: Shared Services Activities

1. Purpose

The purpose of this addendum is to define the prior control activity for activities that are the responsibility of the Shared Services (SSCCs) unit cited in the "scope" section and that are performed by partner companies (EECCs).

2. Scope

The activities to which this addendum will apply are the following:

- Multiple/repetitive Gas and Electricity Operations

The control prior to the start of work for all other activities under the responsibility of SSCCs will be governed by NT.00034.GN-SP.ESS-PT.01.

3. Reference Documents

Those listed in the main body of Health and Safety Standard NT.00034.GN-SP.ESS.

4. Definitions

Those listed in the main body of Health and Safety Standard NT.00034.GN-SP.ESS.

5. Responsibilities

Those listed in the main body of Health and Safety Standard NT.00034.GN-SP.ESS.

6. Development

Prior control is divided into four basic parts:

- **Identification of the person** who executes the operations
- **Control at the start of the workday**, common for all operations that must be performed by the person who executes the operations.
- **Identification of the Prevention Officer** (when necessary).
- **Prior control of the operation**, which must be done prior to executing each one of the operations for each operating point/environment.
- **Signing at the end of the work day.**

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Part 1: Control prior to starting work

6.1. Identification of the person

It is composed of the following fields:

- Date
- Delegation
- Work centre
- Worker
- Employee code

6.2. Control at the start of the work day

Its objective is to ensure that the person who is going to perform the operations checks, before leaving the work centre, that they have all the personal protective equipment, collective protections and necessary tools and supplies for work and that they are in good condition.

The specific items are identified by the following icons:

Electricity Service Orders (OSE)	
Residential Gas Operations (ODG)	

For each item, the corresponding box must be completed:

- AVAILABLE: YES – NO – NOT APPLICABLE.
- CONDITION: GOOD – BAD

The blocks and the associated items are:

Personal protection:

- Hardhat with chin strap.
- Face shield.
- High-visibility clothing.
- Fire-proof clothing.
- Fire-proof gloves.
- Dielectric gloves, expiry (OSE only).

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Part 1: Control prior to starting work

- Mechanical gloves.
- Safety boots.
- Safety harness and fall-arrest protection system.

COLLECTIVE PROTECTION AND TOOLS AND SUPPLIES FOR WORK

- Marking of the work area.
- Ladder.
- Torch.
- First aid kit, expiry.
- Fire extinguisher, revision.
- Fuse-removal tool (OSE only).
- Ammeter clip (OSE only).
- Vinyl cloth and fasteners (OSE only).
- Insulating mat (OSE only).
- Insulated tool (OSE only).
- Explosimeter, calibration and battery (ODG only).
- Leak detector, calibration and battery (ODG only).
- Fuel analyser, calibration and battery (ODG only).
- Soapy water (ODG only).
- Non-sparking tool (ODG only).

At the end, the worker must sign and record the initial check time.

6.3. Prevention Officer

In those operations for which it is necessary to appoint a prevention officer, each one will be identified separately.

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Safety and Health Standard: Prior Control, Documented Inspections and Coordination Meetings with EECCs

Part 1: Control prior to starting work

6.4. Control prior to the operation

For each operation, the following information must be completed:

- Order
- Type of order
- Address
- The items to check are:

Item	Help question to be answered by the worker	Possible value			Applies to	
		YES	NO	N/A	OSE	ODG
Access	Can the work place be accessed?	X	X	---	X	X
Weather	For outdoor jobs, do the weather conditions allow performing the work safely?	X	X	X	X	X
Work at heights	Is it considered work at heights? Is there a risk of falling from a height?	X	X	---	X	X
Installation condition	Is the installation in the right condition before starting the work?	X	X	---	X	X
Prevention Officer	Is the supervision of a prevention officer necessary? If necessary, identify the officer in the boxes at the bottom	X	X	---	X	X
Work area – access marking	Is it necessary to delimit and/or mark off the work area?	X	X	---	X	X
	Could vehicle traffic have an impact on safety when performing the work?	X	X	X	X	X
Voltage shutdown	Was voltage shut down prior to starting the work?	X	X	X	X	---
Protection	Has the absence of voltage been verified?	X	X	X	X	---
Tagout	Have measures been taken to prevent the accidental re-connection of voltage?	X	X	X	X	---
Voltage verification Protections	For live-line work, have the live parts of the installation been protected? (busbars, metal cabinets, etc.)	X	X	X	X	---
	For live-line work, is full-body personal protective equipment available?	X	X	X	X	---
Explosimeter	Is the explosimeter calibrated and working?	X	X	X	---	X
Ventilation	If the premises are enclosed, has the installation been ventilated and has the absence of ATEX been checked?	X	X	X	---	X
Water-tightness	Has the water-tightness test been performed using adequate means? (Detector + Soapy water)	X	X	X	---	X

- Signature of the technician who is responsible for the operations.

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Safety and Health Standard: Prior Control, Documented Inspections and Coordination Meetings with EECCs

Part 1: Control prior to starting work

Addendum 2: Sales Activities and Operations of the Retail Bus. Div.

1. Purpose

The purpose of this addendum is to define the prior control activity for activities that are the responsibility of Sales Management and Operations of the Retail Bus. Div. cited in the "scope" section and that are performed by partner companies (EECCs).

The characteristic of these activities is that several of them are performed on the same work day. The characteristics of the surrounding environment could be different, but the operation performed is the same.

2. Scope

The activities to which this addendum will apply are the following:

- **SERVIGAS (SVG):** Prevention, correction and assistance.
- **SERVIELECTRIC (SVE):** Repair operations on air conditioning (AA) equipment, household appliances or the electrical installation.

Control prior to the start of work for all other activities under the responsibility of Retail Bus. Div. will be governed by NT.00034.GN-SP.ESS-PT.01.

3. Reference Documents

Those listed in the main body of Health and Safety Standard NT.00034.GN-SP.ESS.

4. Definitions

Those listed in the main body of Health and Safety Standard NT.00034.GN-SP.ESS..

5. Responsibilities

Those listed in the main body of Health and Safety Standard NT.00034.GN-SP.ESS.

6. Development

Prior control is divided into three basic blocks:

- **Identification of the person** who executes the operations.
- **Control at the start of the workday**, common for all operations that must be performed by the person who executes the operations.
- **Prior control of the operation**, which must be done prior to executing each one of the operations.

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Part 1: Control prior to starting work

6.1. Identification of the person

It is composed of the following fields:

- GNF Delegation
- Partner Company
- Team manager of the Partner Company
- Technician who performs the operations
- Date

6.2. Control at the start of the work day

Its objective is to ensure that the person who is going to perform the operations checks, before leaving the work centre, that they have all tools, instruments and personal protective equipment and that they are in good condition. It is divided into two blocks:

BLOCK 1: BEFORE STARTING THE WORK DAY

In all cases, both the existence and the condition of the following must be ensured:

- Yes = It exists and is in good condition
- No = Either it doesn't exist or the condition is incorrect

The items to check are:

- Personal protective equipment.
- Tools and instruments.
- Measurement (calibration) equipment.
- Placement of the load in vehicles.
- Vehicle (lights, tires, etc.).
- Mandatory documentation (identification document, vehicle insurance, etc.).
- Others (in this case, specify).

BLOCK 2: REMINDER OF DRIVING RULES

(Possible values: YES - NO)

- Follow all driving rules.
- Special attention when travelling by motorcycle.
- Special attention under adverse weather conditions.
- Special attention to the risk of being hit when getting out of a vehicle.

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Part 1: Control prior to starting work

- Follow all road safety rules as a pedestrian.
- Others (in this case, specify).

6.3. Prior control of the operation

For each operation, the blocks to be reported are the following:

BLOCK JOBS

This block is used to identify each of the jobs that the worker is going to perform during the work day, numbered in correlation from 1 to 10.

- SERVIGAS:
 - P = Prevention
 - C = Correction
 - A = Assistance
- SERVIELECTRIC:
 - LV = Low voltage installation
 - AC = Air conditioning
 - E = Household appliance
- Start time of each job.

BLOCK 3: PRIOR TO PERFORMING THE WORK

- Check if there are any animals.
- Check the job site (location of the devices to be maintained, risk of falling to a different level, etc.).
- Check the surrounding environment of the work to be performed (interior of a home, enclosed exterior hall, open terrace, etc.).
- Others (in this case, specify).

BLOCK 4: REVIEW OF THE MOST SIGNIFICANT RISKS

- Fall on the same level.
- Fall to a different level (ladder, risk of free fall, etc.).
- Falling objects.
- Contact with chemical substances.
- Contact with heat.
- Electrical contact.
- Electric arc.
- Fire – explosion.

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Part 1: Control prior to starting work

- Attacks by animals.
- Entrapments.
- Shocks.
- Exposure to chemical substances – Asphyxiation – Poisoning.
- Blows – Cuts.
- Projected particles.
- Others (in this case, specify).

BLOCK 5: JOBS

Identification of the protections that must be used for each job:

- Safety helmet (with chinstrap for work at heights).
- Respiratory protection:.
- Facial protection (eyes and/or face).
- Welding Shield – Goggles.
- Safety footwear (mechanical, chemical, etc.).
- Protective gloves (mechanical, chemical, etc.).
- HV/LV electrical protection gloves.
- Respiratory protection equipment.
- Insulated tool – Non-sparking tool.
- Portable lighting.
- Safety harness – Fall arrest system.
- Insulating mats.
- High-visibility vest.
- Others (in this case, specify).

Next are a series of blocks whose purpose is to check and verify the conditions of the surrounding environment.

BLOCK 6: AREA OF ACTIVITY

- R = Residential.
- C = Commercial.
- O = Others.

BLOCK 7: VEHICLE TRAFFIC

This section is used to report if vehicle traffic could have a direct or indirect impact on safety when performing the work. If so, the cause must be indicated:

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- High density.
- Heavy-vehicle traffic.
- Proximity to high speed roads.
- Others.

BLOCK 8: WEATHER

This section is used to report if the weather could have a direct or indirect impact on safety when performing the work. If so, the cause must be indicated:

- Wind.
- Rain.
- Snow.
- Ice
- Others.

BLOCK 9: SPECIAL CONDITIONS

This section is used to report if there are special conditions that could have a direct or indirect impact on safety when performing the work. If so, the cause must be indicated:

- Conflictive area.
- Night-time work.
- Others.

Finally, the person who has performed the operations must sign the corresponding form with the following:

- Signature.
- Name and surnames.
- Personal identification number, ZUP or DNI.

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Part 2: Documented inspection

Code: NT.00034.GN-SP.ESS-PT.02

Version: 6



The following text is a translation of the original document entitled "Inspección documentada" (NT.00034.GN-SP.ESS-PT.02), Version 6, for the purpose of facilitating comprehension of the content by all Gas Natural Fenosa employees. In the event of any differences of interpretation arising from the translation, the content of the original Spanish version in force will prevail for all purposes.

Approval date: 18/11/2016
Translation date: 14/11/2016

Health and Safety Standard: Prior Control, Documented Inspections and Coordination Meetings with Partner Companies.

Part 2: Documented inspection

Revision Log

Version	Date	Reason for the version and/or summary of changes
1	12/04/2013	New version document
2	11/07/2013	In section 7: The possibility of temporarily using the forms from prior to the approval of this standard. Responsibilities of the business units for creating new forms for other activities that have not been considered
3	17/09/2013	Review of the TS in accordance with the results of the pilots
4	01/07/2014	Revision of the title of the TS. Expansion of the Health and Safety Standard's scope to activities carried out by in-house personnel. Elimination of transitory provisions.
5	01/09/2015	Revision of the TS: Inclusion of two specific addenda in Part 1 of the standard for the Retail Bus. Div. Operations and Shared Services units
6	01/02/2016	Revision of all items

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Part 2: Documented inspection

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Part 2: Documented inspection

1. Purpose

To set out the process for conducting documented inspections, for the purpose of verifying and providing details of compliance and non-compliance with risk prevention regulations, based on criteria set out on a form.

Furthermore, and if these criteria are not met, to define the process for carrying out any actions necessary to eliminate the risk or to ensure that it has no consequences for people or property.

In addition, it establishes the start of the sanctioning process in the case that deviations are detected during documented inspections.

2. Scope

As indicated in the main section of Technical Standard NT.00034.GN-SP.ESS.

3. Reference Documents

Those listed in the main section of Technical Standard NT.00034.GN-SP.ESS.

4. Definitions

Those listed in the main section of Technical Standard NT.00034.GN-SP.ESS.

Supervision: An activity performed by a person, with adequate training, during a specific activity, checking that the work procedure is strictly followed and that any anomalies that may arise during the execution of the activity are corrected. In addition, the supervisor is trained to make decisions in the event that unforeseen circumstances arise while the work is being done.

Inspection: A check performed by a properly training person, to verify that all standards are complied with while work is being done; this person will only take action if deviations from the standard are detected.

5. Responsibilities

In addition to those listed in the main body of health and safety standard NT.00034.GN-SP.ESS, it will be the responsibility of the units making up the company businesses to carry out the documented inspections, using either in-house or contracted resources, as laid down in this document..

6. Development

6.1. Documented inspection process

The documented inspection process is governed by the following flow chart:

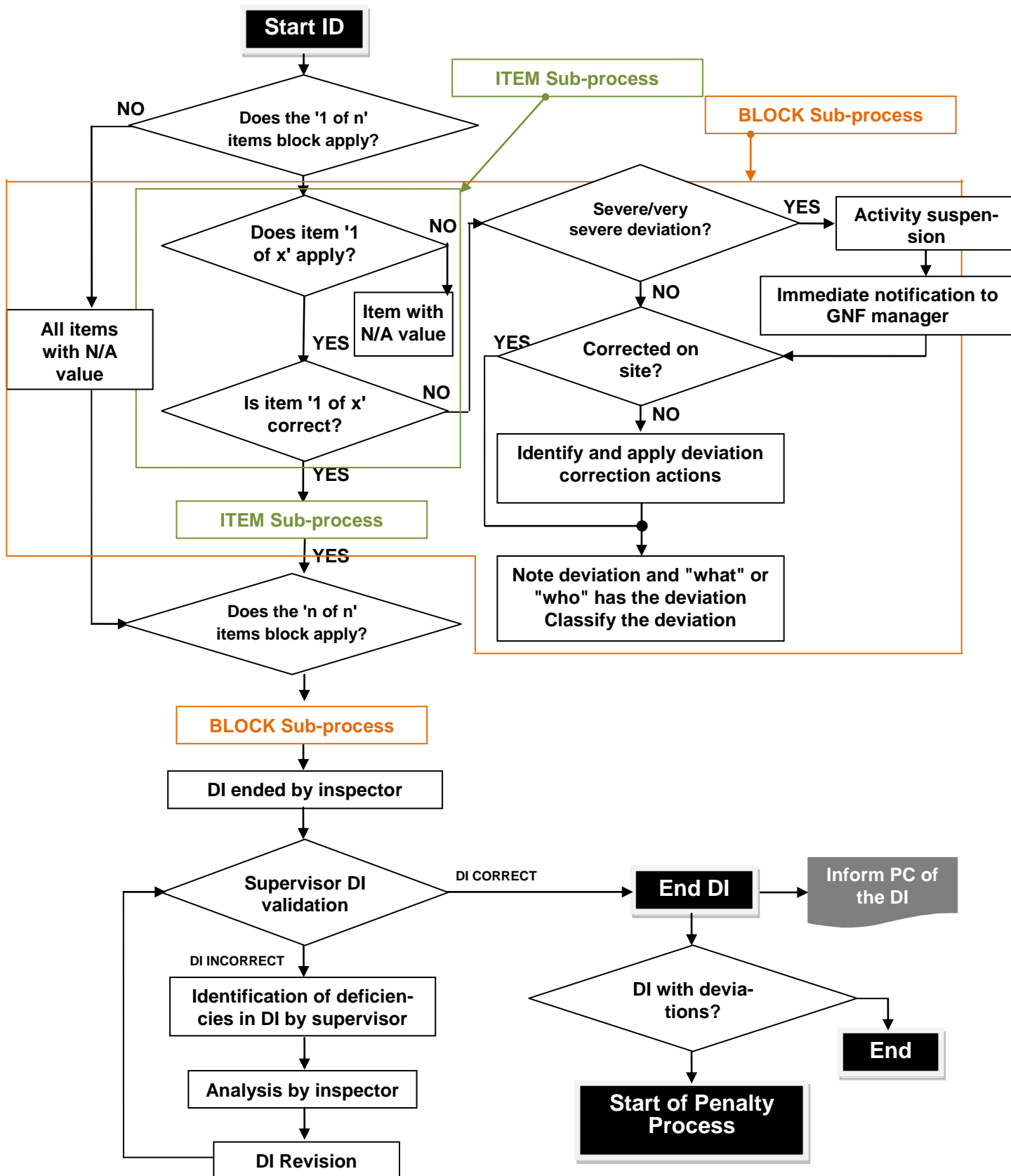
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Part 2: Documented inspection



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6.2. Documented inspection report

Once the DI¹ is complete, and for the purpose of allowing the PC to launch any appropriate actions to prevent deviations from being repeated, the DI supervisor must forward the result report to the person or people from the PC in question, using the defined computer application for this purpose².

6.3. Penalty process

In addition to the description given in item 6.2, for any DIs with one or more deviations (including those classified as 'RI' (Resolved on site), the supervisor should decide whether or not the penalty process should be commenced as per NT.00045.GN-SP.ESS³.

This process should be reported using the defined function in the computer application. In any case, the organisation's person authorised to finally approve the process should be assigned.

If the supervisor decides that it would not be applicable to open the penalty process, he must justify the reason and this information must be recorded and traceable in the application.

6.4. Scope of the documented inspection

DI scope:

- All work/tasks that are being carried out during the inspected activity.
- All people, regardless of their professional category.
- All vehicles, machinery, tools, etc. taking part in the activity at the time in question.

6.5. Annual planning of documented inspections

Each General Management / Business / Country (hereinafter GM/B/C) must draw up an annual documented inspections plan. A minimum of the following requirements should be taken into account for this purpose:

- DIs will be conducted of all PCs within the scope of the GM/B/C.
- DIs will be conducted of all activities carried out within the GM/B/C.

¹ The DI is understood as being complete when it has been revised and signed off by its supervisor.

² Currently PROSAFETY.

³ Health and Safety Standard: Penalty scheme applicable to contractor companies.

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- The risk level (high, medium or low) of the activity carried out by the PC should be taken into account, according to health and safety standard NT.00057.GN-SP.ESS⁴, focussing more on activities involving risks classified as 'high'.
- The score obtained from the performance assessment should be taken into account, as per NT.00047.GN-SP.ESS⁵, focusing more on PCs with lower scores.

6.6. Processing deviations

If the inspector detects a health and safety deviation, he must take any appropriate actions to resolve it. He may order the stoppage of the activity if necessary, in which case he should immediately make Gas Natural Fenosa's activity manager aware of this.

Any deviations classified as severe or very severe should also be immediately reported to Gas Natural Fenosa's activity manager.

Any actions taken to resolve the deviation should be reported on the corresponding form.

6.7. Composition of the DI

The documented inspection comprises four (4) parts, each of which is split up into blocks of items; the inspector conducting the DI must complete these items.

The DI is split up into the following four parts:

- 1^a DI identification: it is mandatory to complete this part.
- 2^a Items common to all DIs: on the corresponding blocks of items, depending on the work or activity, should be completed.
- 3^a Items for special work.
- 4^a Items for activities in workplaces with particular characteristics.

6.7.1. Completion of the items

All items must be completed. The possible values are:

Value	Code
Not applicable	N/A
Correct	C
Incorrect	I
Resolved "on site"	RI

⁴ Health and Safety Standard: Classification of the health and safety risk of partner companies.

⁵ Health and Safety Standard: Health and safety performance assessment of partner companies.

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If an item is marked with the value I or RI, the deviation type should be assigned as per NT.00045.GN-SP.ESS and/or contractual conditions (Minor, Severe or Very Severe).

If the detected deviation falls on a person, they should be identified under the deviation.

Whenever possible, all deviations must be supported by a photographic or video report, etc., to aid decision making or to allow their severity to be analysed.

If the deviation is in a piece of equipment, machine, etc., it must be identified by its registration number, serial number, etc.

Each item includes the following information:

Item no.	Item name	Classification deviation
	<i>Description of the item</i>	

The possible deviation classification values are:

Deviation classification:	Code (TP)
Minor	L
Severe	G
Very Severe	MG
Minor / Severe	L/G
Severe / Very Severe	G/MG
Minor / Severe / Very Severe	L/G/MG

The inspector may not change the deviation's classification in any of the first three cases, L, G or MG. The supervisor may change the classification.

In the other three cases (L-G / G-MG / L-G-MG) the inspector should propose a deviation classification and the supervisor should ratify or rectify it.

Any cases where the initial proposal is changed must be justified.

6.7.2. Identification of the ID

This section is split up into the following blocks:

- 1° Identification of the people and their companies participating in the DI.
- 2° Identification of the work or activity.
- 3° Identification of the people participating in the inspected work or activity.

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6.7.2.1. Identification of the people and their companies participating in the DI.

The following people participate directly in a DI:

- a. Inspector: the person who conducts the DI.
- b. Highest level on-site manager of the PC that is doing the work.
- c. Supervisor: the person from Gas Natural Fenosa who must validate the DI.

The following fields must be completed for each of these people:

- Name and surnames.
- Company.
- Type of identification⁶.
- Identification number.
- Date and time of the DI.
- Signature.

6.7.2.2. Identification of the work or activity

This section identifies the work/activity, organisational units and the work observed; this block consists of the following fields:

- a. Work site: the address, town, region and country should be identified.
- b. General Management Division
- c. Address
- d. Unit / Installation / Zone
- e. WP / WO no.: work permit or work order number.
- f. Project name, if applicable.
- g. Work observed.
- h. Description of the work.

6.7.2.3. Identification of on-site personnel

In this part of the DI, all people on site at the time of the DI should be identified.

- a. Name and surnames
- b. Company: name of the company to which the person belongs.

⁶ Tabulated field, values on table 1 of Annex 01 "Catalogued fields".

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- c. Type of identification⁷.
- d. Identification number
- e. Accreditation type⁸.

The inspector must have access to the health and safety⁹ document management system, to check that the people on site are approved to work for Gas Natural Fenosa and that they hold any applicable accreditations to execute the work. Any deviation under this item will be classified as "Very Severe".

6.7.3. Items common to all DIs

This part of the DI is split up into five (5) groups of items:

- Workplace documentation.
- Work zone and collective protective equipment.
- Personal protective equipment.
- Tools, equipment and auxiliary elements.
- Vehicles, trucks and machinery.

Items and their definitions are defined in Annex 02, "Items common to all DIs".

6.7.4. Items for special works¹⁰

The following work is defined as special:

- Felling, pruning, clearing.
- Handling loads by mechanical means.
- Live line work.
- Electrical works in the vicinity of live elements.
- Operations for carrying out de-energized electrical works.
- Welding (not including polyethylene).
- X-raying.
- Handling of chemical and hazardous products.

⁷ Tabulated field, values on table 1 of Annex 01 "Catalogued fields".

⁸ Tabulated field, values on table 2 of Annex 01 "Catalogued fields".

⁹ Currently the "Controlar" platform

¹⁰ If the activity that is being inspected is not defined as special work, all items in this block should be completed automatically with the "non applicable" (N/A) value, as soon as the inspector notes that special work does not apply.

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- Transporting and unloading liquefied natural gas (LNG).
- Special operations in gas transport and distribution networks.
- Works transforming LPG to natural gas

The items and their definitions are defined in Annex 03, "Items for special work".

6.7.5. Items for activities in workplaces with particular characteristics¹¹

Workplaces with particular characteristics are defined as follows:

- Work in trenches, excavations, mines.
- Work in non-confined spaces with special geometry.
- Work at height.
- Work in confined spaces.
- Work in explosive atmospheres (ATEX).

The items and their definitions are defined in Annex 04, "Items for activities in workplaces with particular characteristics".

6.7.6. Remarks

This section shall be used to note all comments and observations deemed necessary by the person conducting the excavation, such as the verification of documentation for the coordination of business activities for the works, etc.

The SI supervisor may also add comments to this section.

7. Data records: Applicable formats

Form NT.00034.GN-SP.ESS-FO.02, "Documented inspection of works safety conditions" should be used.

Management of information originated in documented inspections should be reported in the PROSAFETY tool.

The IT application that supports this Part 02 may display form items related to the business and type of work to be inspected, to serve as a guide and to allow the person conducting the inspection to focus on the most relevant aspects of the activity. In addition, and if required by the person conducting the inspection, other items not considered in the sub-group of items related to the business and work types may be selected.

¹¹ If the activity is not being carried out in work places with particular characteristics, all items in this block should be completed automatically with the "non applicable" (N/A) value, as soon as the inspector notes that the workplace with particular characteristics does not apply.

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In the case of highly specialist work not included on form NT.00034.GN-SP.ESS-FO.02 (e.g. diving work, work with explosives, etc.) the corresponding unit will be responsible for creating the control forms, and it will be the responsibility of the Prevention Unit to include them in this Technical Standard.

8. List of annexes

- Annex 01 Catalogued fields.
- Annex 02 Items common to all DIs.
- Annex 03 Items for special work.
- Annex 04 Items for activities in workplaces with particular characteristics.

9. Single transitory provision

Each Business / Country must set out an implementation plan for this standard within its scope of responsibility, within one month of its publication on the standards browser.

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Annex 01: Catalogued fields

The possible values of the catalogued fields and their codes are:

(01) 1. Table 1: Identification types

Table no. 1	
TS Section	6.7.2.1 and 6.7.2.3
Description	Code
Spanish National Identity Document	DNI
Foreigner's Identification Number	NIE
Passport	PAS
Company Number	NPE
Other documents ¹²	OTR

(01) 2. Table 2: Accreditation types

Table no. 2	
TS Section	6.7.2.3
Accreditation	Code ¹³
Authorised worker	----
Qualified worker	----
Polyethylene welder accreditation	----
Preliminary tests, registration operations and home operations inspectors.	PAD1
Periodic inspection inspectors.	PAD2
Inspectors for: preliminary tests, registration operations, home operations and periodic inspection inspectors.	PAD1-2
Quality control inspector accreditation for the following activities: preliminary tests, registration operations, home operations, periodic inspection and adapting appliances to gas.	PAD4
Quality control inspector accreditation for the activity of providing a thermal installations maintenance service	PAD5

¹² In this case, the document type should be indicated in the remarks/comments field.

¹³ SEDIGAS accreditations are shaded out.

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Table no. 2		
TS Section	6.7.2.3	
Accreditation		Code ¹³
Quality control inspectors for the following activities: preliminary tests, registration operations, home operations, periodic inspections, gas applicable adaptation and thermal installation maintenance service		PAD4-5
Inspection technicians, operations, attending to emergencies in gas reception installations and quality control of activities carried out by PAD1, PAD2, PAD4 and PAD5		PREMIUM
Inspection technicians, operations, attending to emergencies in gas reception installations and gas distribution systems, and quality control of the aforementioned activities		PREMIUM PLUS
Site foreman accreditation A		JEA
Site foreman accreditation B		JEB
Emergency Technician Accreditation		TAU
Home Operations Technician Accreditation		TOD
Type A LNG satellite plant technician accreditation		GNLA
Type B LNG satellite plant technician accreditation		GNLB
Local High Voltage Lines Operator		EOL-LAT
Local Medium and Low Voltage Operator		EOL-MBT
Local Substations Operator		EOL-SE
Medium and low voltage work zone agent		AZT-MBT
Substations work zone agent		AZT-SE
High voltage work zone agent		AZT-LAT
Emergency and Home Operations Technician Accreditation		TAUODC
Appliance adaptation technician accreditation		APMR-AD
Type A installer licence		----
Type A installer licence		----
Accreditation of verification and measurement activities		----
Non-destructive test technician (steel pipes)		----
Accreditation for gas home operations		----
Accreditation for meter reading operations		----

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TS Section	6.7.2.3
Accreditation	Code ¹³
Servigas technician accreditation	----
ServigasPlus technician accreditation	----
Servielectric technician accreditation	----
Fire protection installer and maintenance worker certificate	----
LV installations assembly and maintenance certificate	----
Lift Installation and Maintenance Certificate	----
High voltage work	----
Technician for creating splices and terminations in the medium voltage network	----
Technician for creating splices and terminations in the high voltage network	----
Steel welder approval	----

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Annex 02: Items common to all DIs

(02) 1. Workplace documentation

Item	Description	TP
1000	Risk Assessment And Proposed Preventive Methods	L/G/MG
	<i>Check if the work being done appears in the assessment. It is available in the work zone. It is consistent with the previous check and the term sheet and protection methods.</i>	
1001	Health and Safety Plan	L/G/MG
	<i>For construction sites only. It should be accessible on the site. Verify that the works being carried out are considered.</i>	
1002	Check prior to beginning of works	L/G/MG
	<i>Verify that it has been completed and if it is correct and is consistent with the term sheet and protection methods, if applicable.</i>	
1003	Work permit/ Work order/ Commission	G/MG
	<i>Where applicable verify that there is a permit and leave it registered in No. WP/WO (work permit, work order). It is duly signed by all the agents. If isolation actions or risks are identified see if they are consistent.</i>	
1004	Subcontracting authorization	L/G/MG
	<i>Express authorization of the main contractor by Gas Natural Fenosa for partial subcontracting of work to be conducted, in accordance with the criteria of each business.</i>	
1005	Personnel identified on site / works / activity is included in roster of workers assigned to the works	L/G/MG
	<i>Compare personnel present on the site with list of authorized personnel.</i>	
1006	Vehicles /machinery identified on site / works/ activity are included in the accounting of vehicles / machinery assigned to the works	L/G/MG
	<i>Compare list of machinery on the site with list of authorized personnel.</i>	
1007	Designation and presence of preventive resources	L/G/MG
	<i>In those cases where it is mandatory, the preventive measure has been designated, and it is present.</i>	
1099	Other (must be specified)	L/G/MG
	<i>It is mandatory to fill out the commentary / observations field with the inspected element. If there is deviation, identify.</i>	

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(02) 2. Work zone and collective protective equipment

Item	Description	TP
1100	<p>Demarcation / hazard signage (work zone, stockpile zone, traffic, secured fencing, traffic signals, electrical risk warning signs, etc.)</p> <p><i>The work zone will be completely demarcated by elements such as fences, tape, etc. and will be properly maintained. There will be marking for main hazards, caution and mandatory use of PPE.</i></p> <p><i>In the even that there is no signage, this will be considered a Very Serious deviation.</i></p>	L/G/MG
1101	<p>Order and cleanliness</p> <p><i>The work zone will be orderly and clean. The supplies, tools, and general materials shall be stored. Stockpiles and work zones will be separated.</i></p>	G/MG
1102	<p>Storage of materials</p> <p><i>Storage areas will be orderly, clean and stable.</i></p>	G/MG
1103	<p>Fixed lighting / portable lighting/ emergency lighting/ visibility conditions</p> <p><i>Lighting will be suited to the activity.</i></p> <p><i>In the event that there is none, this will be considered a Very Serious deviation.</i></p>	L/G/MG
1104	<p>Protection of holes and/or fall zones</p> <p><i>All holes, both vertical and horizontal, shall be adequately protected (fences, plywood, etc.). All areas where there is a risk of fall will be covered.</i></p>	G/MG
1105	<p>Auxiliary / provisional power supplies</p> <p><i>Insulation of electrical cable will be in good condition. The cables will be connected to electrical panels and receptors with standard plugs in good condition.</i></p>	L/G/MG
1106	<p>Protection of sharp or pointed edges, plastic "mushroom" caps</p> <p><i>All rebar will have "mushroom style" caps. The edges of scaffolding or other elements that can cause injury will have protective covering.</i></p>	L/G
1107	<p>Protection of multilevel work sites/ concurrence / interference</p> <p><i>Work zones located under other work zones will be protected by elements (coverings, nets, etc).</i></p>	L/G/MG

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Item	Description	TP
1108	Fire-protection elements (available, accessible, not expired)	L/G
	<i>Existence of extinguishers and fire protection means with extinguishing agent suited to anticipated fire. Fire protection equipment will be identified and will have a label with the date of last inspection. That inspection will be current.</i>	
1109	First aid kit	L
	<i>First-aid kit is marked, accessible and in good condition. Medications contained within are not expired. There should be a list inside indicating the medical supplies.</i>	
1110	Secure/safe access to work zones (walkways for access over ditches, obstacle-free passage, ladders, access ramps to excavations, demarcation through use of signal cones on roadways, awnings, safety netting, etc.)	L/G/MG
	<i>Access will include available elements (walkways, planks, etc) that allow obstacles to be avoided (trenches, cables, pipes, etc.). There will be guardrails if there is a fall risk. Vehicle zones will be demarcated by cones, fencing, tape, etc.</i>	
1111	Packaging, identification and use of chemical products	L/G
	<i>Chemical products will have labels identifying the substance, as well as a pictogram identifying the hazard (flammable, toxic, etc.)</i>	
1112	Appropriate weather on outdoor works	L/G/MG
	<i>This should be checked for all special work, and for activities carried out in workplaces with particular characteristics.</i>	
1199	Other (must be specified)	L/G/MG
	<i>It is mandatory to fill out the commentary / observations field with the inspected element. If there is deviation, identify.</i>	

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(02) 3. Personal protection equipment¹⁴

This section should indicate how personal protection is used by workers, that the protective equipment used is appropriate for the hazards from which the workers should be protected, that the PPE marking is adequate and that its (visual) state of repair is correct.

Item	Description	TP
1200	<p>Safety helmet</p> <p><i>Use in mandatory compliance zones. Verify fit and general condition (absence of tears, cracks, inappropriate adjustments, notable blows, etc.). In case of electrical risk verify availability of shield that is suited to electrical risk. Use of chin strap in at height work.</i></p> <p><i>In the case of failure to use, or if used but the element is expired or its condition is very poor, the deviation will be classified as Very Serious.</i></p>	L/MG
1201	<p>Chemical and mechanical protective footwear</p> <p><i>Verify general condition (absence of ruptures, cracks, etc.).</i></p> <p><i>Appropriate footwear for works: anti-static for fire risk, chemical protection boots, etc.</i></p> <p><i>In the case of failure to use, or if used but the element is expired or its condition is very poor, the deviation will be classified as Very Serious.</i></p>	L/MG
1202	<p>Work clothing: Fire proof, chemical, anti-static and arc flash clothing, light exposure</p> <p><i>Verify general condition: Soiled, tears, holes, grease spots, paint, etc.</i></p> <p><i>Long-sleeved clothing: will be used on works with specific risks: heat, activities involving electrical or chemical risk, access to zones with risk of contact burns, work in ATEX zones, etc.</i></p> <p><i>At the very least, heat and flame resistant clothing is mandatory on works with electrical risk, works in heat and in zones classified as explosive risks (ATEX). Furthermore, for works with electrical risk, the clothing will be certified as arc-rated.</i></p>	L/G/MG

¹⁴ Individual protective equipment (IPE) = Personal protective equipment (PPE), normal nomenclature in Latin America

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Item	Description	TP
1203	<p>Facial protective screen / protective goggles</p> <p><i>Verify general condition (ruptures, visibility, etc.)</i></p> <p><i>It is mandatory to use a facial shield in electrical work, when handling or engaged in activities with chemical products and their circuits, and in works with valves where there is an observed projection hazard.</i></p> <p><i>It is mandatory to use safety goggles in all places where signage indicates it, as well as when cutting or where there is projection hazard, or in dusty environments. (Ex. works with radial tools or similar, paint)</i></p> <p><i>It is mandatory to use screens or goggles with filters for cutting (oxy-fuel cutting) and welding.</i></p> <p><i>For works with exposure to dust, use panoramic safety goggles.</i></p> <p><i>For works with exposure to gases use facial mask or semi-mask + airtight goggles.</i></p> <p><i>In the case of failure to use, or if used but the element is expired or its condition is very poor, the deviation will be classified as Very Serious.</i></p>	L/MG
1204	<p>Clothing / Reflective vest</p> <p><i>High visibility reflective clothing: mandatory at night, low-lighting situations (due to weather or other conditions), presence of traffic, construction sites, etc.</i></p> <p><i>If works are conducted in ATEX zones, in the heat or in the face of the electrical arc hazard, reflective anti-static vests will be used. Resistant to heat and flame.</i></p>	L/G/MG
1205	<p>Respiratory protection</p> <p><i>Masks, face masks, breathing equipment. Mandatory use of face masks in dusty environments. Verify that the protection is appropriate for the chemical product the worker is exposed to. Breathing equipment for oxygen-deficient atmospheres, or with toxic environments.</i></p>	G/MG
1206	<p>Hearing protection</p> <p><i>Appropriate ear muffs or ear plugs for the level of noise. Verify compatibility with other protective equipment and proper fit.</i></p> <p><i>The use of helmets and earplugs is mandatory in marked zones and in activities or zones where there is an increased risk of hearing damage, due to the use of machinery or tools that produce an elevated noise level. (Ex.: works with compressors or jackhammers).</i></p>	L/G/MG

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Item	Description	TP
1207	Mechanical protective gloves, triple gloves appropriate for voltage level for live work, chemical, fire proof, welding	L/G/MG
	<i>Verify overall condition (absence of ruptures, cracks, etc.) and verify that they are suited to the hazards they are meant to protect against: for example in electrical risk, that they be suited to the power level.</i>	
1208	Breathing assistance equipment	G/MG
	<i>Use of a compressed air line or fresh air hose for operations involving projection of abrasives.</i>	
1299	Other (must be specified)	L/G/MG
	<i>It is mandatory to fill out the commentary / observations field with the inspected element. If there is deviation, identify.</i>	

(02) 4. Tools, equipment and auxiliary elements

Item	Description	TP
1300	Manual tools / Insulated manual tools	L/G
	<i>Tools in good condition. Electric tools will have insulation appropriate to the supply cable feeding them. Must be connected using standard plugs.</i>	
1301	Bag / Tool belt	L
	<i>Operators of manual tools will have a tool belt/bag. All tools will be in those containers.</i>	
1302	Portable tools	L/G
	<i>Tools in good condition. Electric tools will have insulation appropriate to the supply cable feeding them. Must be connected using standard plugs.</i>	
1303	Condition / Proper use of ladders	L/G/MG
	<i>Manual ladders will have slip-resistant pads. The rungs must not be nailed and must be in good condition. Metal ladders will not be used on electrical works. The placement of the ladder must form an angle of 75 degrees with the horizontal plane. In case of access to trenches or excavations should always in excess of at least 1 meter away from the edge of the terrain. They should be secured properly.</i>	

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Item	Description	TP
1304	<p>Check portable measuring devices (gas detectors, combustion analyzers, voltage drop detectors, etc.)</p> <p><i>Measuring equipment will be in well-maintained condition. have a calibration label, and be up to date.</i></p>	L/G/MG
1305	<p>Approved marking in accordance with the country's laws</p> <p><i>Equipment will have appropriate marking. It will be visible and in proper condition.</i></p>	L/G
1306	<p>Safeguarding of tools and other protective devices</p> <p><i>Tool protections will be placed, properly fixed and in good condition.</i></p>	L/G/MG
1307	<p>Condition / proper use of scaffolding</p> <p><i>Scaffolding will be in good condition. There will not be areas unprotected by guard-rails, midrails and toeboards. There will be safe access to it. There will be a certificate of installation and assembly, as well as a green card indicating the date of last inspection. If it cannot be used, then the card shall be red.</i></p>	G/MG
1399	<p>Other (must be specified)</p> <p><i>It is mandatory to fill out the commentary / observations field with the inspected element. If there is deviation, identify.</i></p>	L/G/MG

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(02) 5. Vehicles, trucks and machinery


Where the term machinery is used to describe items in this chapter, it should be understood as referring to any vehicle (car, motorcycle,...), truck or machine in the work zone, and that could participate in the work.

If a deviation is detected in the machinery, it should be identified by noting down the corresponding registration number, the machinery type (car, motorcycle, truck, excavator, etc.), and it should be stated whether it belongs to the partner company or to the driver.

Item	Description	TP
1400	Check of the machinery's status in the ¹⁵ document management system	MG
	<i>Check if the machinery is registered in the documentation management system, and whether the documentation is in date.¹⁶</i>	
1401	Condition / general use	L/G/MG
	<i>Verify the general condition of the plate, lighting, wheels, mirrors, access, belts, seats, signal triangles, labels, exterior signals, cleanliness, load organization, active signal alarms, trailers, license plates, etc. Organization and fastening of load. Do not exceed maximum permissible weight.</i>	
1402	Safety belt	MG
	<i>Check all the existing restraints, their condition, functionality and proper use.</i>	
1403	First aid kit	L/G/MG
	<i>Maintenance condition, contents and expiration dates of elements in the first aid kit.</i>	
1404	Driving Card/Licence/Permit of the driver	MG
	<i>Check that the driver has a valid driving card/licence/permit for the vehicle that he is driving; check that it is in date. If the person does not provide the accreditation document, it should be considered that they either do not possess the card/licence/permit, or it is out of date.</i>	
1405	Man/load separation (not motorcycles)	MG
	<i>Verify that it exists and is effective. Fastening points, rings, tethers or clamps.</i>	

¹⁵ The document management system is currently the *Controlar* tool.

¹⁶ The following data are registered in *Controlar*: Insurance Expiry Date, Registration Date and Vehicle Technical Inspection (ITV) Expiry Date (red flag if one of these is not correct).

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Item	Description	TP
1406	Fastening of the toolbox, tools, spare parts, etc. to motorcycles	MG
	<i>Check that the box is firmly and permanently fastened to the motorcycle by adequate systems.</i>	
1407	Organisation and fastening of the load	G/MG
	<i>Check that the load is correctly organised and fastened.</i>	
1408	Motorcycle drivers' equipment	G/MG
	<i>Check that the helmet is complete and that jackets, trousers and footwear have the proper protections.</i>	
1409	Chock wheels of machinery parked on an incline	L/G/MG
	<i>Availability of wheel chocks. Appropriate wheel chocks for the type of vehicle. Correct placement in relation to the type of parking (on a horizontal surface or on an inclined plane, based on the weight of the load).</i>	
1410	Visual and auditory back-up signals	L/G/MG
	<i>Verify that these types of signals are available and that they are engaged upon backing up.</i>	
1411	Fire extinguisher	L/G/MG
	<i>If the minimum required exist. Type of extinguisher and use. Capacity. Date of inspection and expiration. Condition of seals and charge between minimum and maximum.</i>	
1412	Placement of machinery	L/G/MG
	<i>Clear access to machinery, incline of the surface, distance to the edge of the surface, resistance suited to the terrain, outside of the work zone away from machinery, safe distance in the face of risk of electrical contact.</i>	
1413	Machinery work zone free of clutter	L/G/MG
	<i>Demarcation of safety zones within the work zone. Safety distances to include a possible extendible arm. Verify the absence of interference in the zone by machinery, impede access of persons to the zone during the operation of machinery.</i>	
1414	Mobile elements put away when machinery is not in operation	L/G/MG
	<i>Check all stationary mobile elements, boom, extendible arm with basket, stabilizers, etc.</i>	

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Item	Description	TP
1415	Approved marking in accordance with the country's laws	L/G/MG
	<i>Verified authorization with respect to documentation for towing, weight, material (flammable, nuclear, etc.)</i>	
1416	Safeguarding of machinery	L/G/MG
	<i>Safety protections for machinery and protective devices for mobile elements.</i>	
1417	Grounded machinery	L/G/MG
	<i>In the event that the location is in the vicinity of voltage ground the machinery. Protect against discharges. Correct installation of grounding equipment. Maintenance status of grounding equipment.</i>	
1418	Condition and positioning of stabilizers	L/G/MG
	<i>Verification of proper functioning and use. Twists, loss of fluids, placement on a firm surface. Verify the incline level, load supported, etc. Verify, if indicated, the existence of plates for load sharing, and that they are the correct ones. Condition of the operation commands and their signage/labeling.</i>	
1499	Other aspects of the machinery	L/G/MG
	<i>It is mandatory to fill out the commentary / observations field with the inspected element. If there is deviation, identify.</i>	

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Annex 03: Items for special works

(03) 1. Felling, pruning and vegetation clearing work

Any work involving felling, pruning or clearing activities, using either mechanical or manual tools.

Item	Description	TP
1500	Cut-resistant protective gear for the torso, arms and legs	MG
	<i>The worker who operates the chainsaw must wear safety jacket, pants, gloves and shoes, all should be cut-resistant. To avoid flying objects, a face-shield and safety goggles must be worn. Hearing protection must also be worn.</i>	
1501	Signage and road markings in the zone	L/G/MG
	<i>The work zone will have proper signage and demarcation until completion of the works. In the case of roads or access-ways, there will be signage or warnings restricting entry of persons or vehicles to the work zone.</i>	
1502	Fire extinguishing equipment	MG
	<i>Work squads will have access to fire extinguishing methods relevant to the activity to be carried out, taking into account the demands by different relevant authorities, especially at high-risk times, where, for example, it is customary to use: 2 15-20 liter capacity backpacks loaded with water, 2 fire swatters, and an ABC extinguisher. These resources should be in the vicinity of the work zone for ease of use in case of need.</i>	
1503	Chainsaws off and blocked during transport or breaks	MG
	<i>When moving about, the operator must turn off the chainsaw motor or keep the chain brake engaged. The operation of the chainsaw's chain brake should be tested periodically.</i>	
1504	Security radio during the use of chainsaws, weed cutters and tractors	G/MG
	<i>Proximity of persons to closer than 3 meters of works involving a chainsaw shall be avoided.</i>	
	<i>A safety distance of at least 15 meters will be maintained for works involving manual brush cutter. No workers will be permitted within a minimum of 50 meters of the operating radius of works involving tractors.</i>	

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Item	Description	TP
1505	<p>Clearing guided by tension or moved by mechanical means</p> <p><i>Tree felling will always be guided, whether directing the fall using tension or by mechanical means, (whenever possible avoiding manual felling), except when natural felling seems imminent and there is no hazard in the surroundings. Dry or rotted trees will always require guided felling. To ensure correct guiding of the fall, machinery is preferred.</i></p>	G/MG
1506	<p>Absence of personnel in the tree or branch fall, and projectile safety area when clearing</p> <p><i>All persons are prohibited from remaining in the Risk Zone, which comprises a semi-circumference at a 180° angle in the direction of the fallen tree and a radius equal to 2.5 times the height of the tree to be felled. Also, shift of the felled tree toward the back of the possible location of the Risk Zone (also 2.5 times the height of the tree) should be anticipated. In addition, two escape routes should be identified.</i></p> <p><i>During manual clearing, the safety distance indicated by the manufacturer will be respected, maintaining at a minimum a distance between workers of at least 15 meters.</i></p> <p><i>Before beginning mechanical clearing, verify that there is no worker in the zone to be cleared, keeping in mind the minimum distances indicated in the machinery to be used considering a radius of action of a minimum of 50 meters.</i></p>	MG
1507	<p>Do not tear down / There should not be trees on top of others that have fallen on the ground</p> <p><i>The area around the felled tree should always be kept as clear as possible.</i></p> <p><i>No tree will be placed over another in a Y shape or parallel to one another, where the felled tree might be trapped or cause uncontrolled shift during its fall. These kinds of trees will be previously cut or another fall direction must be found.</i></p> <p><i>Never work under a lodged tree, do not cut the tree that supports other lodged tree, do not climb a lodged tree, do not cut on the root of a lodged tree and do not cut another tree that is leaning on it.</i></p>	G/MG
1599	<p>Other (must be specified)</p> <p><i>It is mandatory to fill out the commentary / observations field with the inspected element. If there is deviation, identify.</i></p>	L/G/MG

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(03) 2. Works handling loads by mechanical means

Works in which load-moving equipment is handled, or which are undertaken in their vicinity.

Item	Description	TP
1600	Movement of load by person who guides mechanical load handling	MG
	<i>The movement of loads will all be carried out by a properly authorized person.</i>	
1601	Active work zone marking	G/MG
	<i>The work zone will be protected to discourage accidental access by third parties.</i>	
1602	Condition of load handling accessories (hooks, latches, cords, cables, pulleys, slings, straps, etc.)	G/MG
	<i>Visual verification that the accessories are in perfect condition and that they are in keeping with the dimensions and weight of the load.</i>	
1603	Impact zone of load-handling equipment, clear personnel	G/MG
	<i>There will be no workers present in the vicinity of the machine, while the load is suspended.</i>	
1604	Securing / stability of load during handling	G/MG
	<i>Ensure that all fastening points of an item to load or unload are in use.</i>	
1605	Use of cords to restrain and guide load when handling	G
	<i>A cord will be used to guide unstable loads when handling (whether due to the load itself or environmental conditions).</i>	
	<i>Careful supervision of very heavy loads or works in unfavorable weather conditions.</i>	
1699	Other (must be specified)	L/G/MG
	<i>It is mandatory to fill out the commentary / observations field with the inspected element. If there is deviation, identify.</i>	

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(03) 3. Electrical voltage works

Work during which a worker comes into contact with live elements, or enters into the danger zone, whether with a part of his /her body or with tools equipment, devices, or materials in use. The works, measurements, tests and verifications as defined below are not considered live work.

Item	Description	TP
1700	Registration of the latest inspection of the mobile elevated work platform (MEWP) for live working	G/MG
	<i>Have the certificate available on site and ensure that it is valid. If it is not in the field but it is correct it will be S and if it is not correct it will be VS.</i>	
1701	Condition / use and registration of the latest inspection of safety materials for live work (rods, caps, insulation fabric, benches, scaffolding, cords, etc.)	G/MG
	<i>Equipment and materials used must not have evident damage or modifications, ensuring protection of the worker in the face of electrical risk and ensuring, in particular, that the worker cannot come into accidental contact with any element at a different voltage. Equipment and materials for execution of live work will be chosen, among those designed for that purpose, taking into account the characteristics of the work and of the workers, and in particular, the operating voltage, and will be used, maintained and inspected in accordance with manufacturer's instructions. In every case, the equipment and materials for the execution of live work will comply with the specific regulations applicable to them.</i>	
1702	Specific procedure for live work in the field	G/MG
	<i>Live voltage work will be executed by qualified workers, following a previously reviewed procedure, and when complexity or unfamiliarity requires it, tested de-energized, in compliance with all of the requirements listed below. Works in places where communication is difficult due to terrain, confinement or other circumstances, will be carried out in the presence of at least two workers with training in first aid. If not available in the field but it is in conformity it will be S and if it is not in conformity or is not in compliance, it will be VS.</i>	
1703	Existence of required element shielding.	G/MG
	<i>In the event that a shield is required, it should be planned ahead of time, and the viability of its installation can only be confirmed by the person responsible for the voltage work squad. Shielding should be created with materials specifically designed for this purpose, without apparent damage or modifications, and be in compliance with associated regulations, and be installed by personnel accredited to work on high-voltage works. If not working with shielding outlined in the work plan it will be VS.</i>	
1704	Faraday suit/cage (condition / use) in bare-hand works	L/G/MG
	<i>Condition and correct use.</i>	

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Item	Description	TP
1705	<p>Tool insulated up to 1000 V (in LV)</p> <p><i>Insulated and insulating tools should be properly stored to minimize the risk of damage to the insulation from storage or transport. These tools should usually be stored separately from other tools to avoid mechanical damage or confusion. Furthermore, these tools should be protected from excessive heat (for example, heating or steam pipes) as well as UV radiation.</i></p> <p><i>Before use, each tool will be inspected visually by the user.</i></p> <p><i>If there is any doubt about the safety of the tool it should be scrapped or examined by a competent person and submitted to repeat testing if necessary.</i></p>	G/MG
1706	<p>Removal of reclosing before starting works</p> <p><i>Visual verification of the relay removal in the event that it is conducted via remote control or relay removal in the field on the part of the worker. The inspector will verify that the reclosing has been removed before work is begun.</i></p>	MG
1707	<p>Management and supervision by qualified personnel</p> <p><i>The work will be done under the direction and supervision of a work foreman, who will be a qualified worker who assumes direct responsibility for it. If the size of the work zone does not allow adequate supervision, the help of another qualified worker will required.</i></p>	G
1799	<p>Other (must be specified)</p> <p><i>It is mandatory to fill out the commentary / observations field with the inspected element. If there is deviation, identify.</i></p>	L/G/MG

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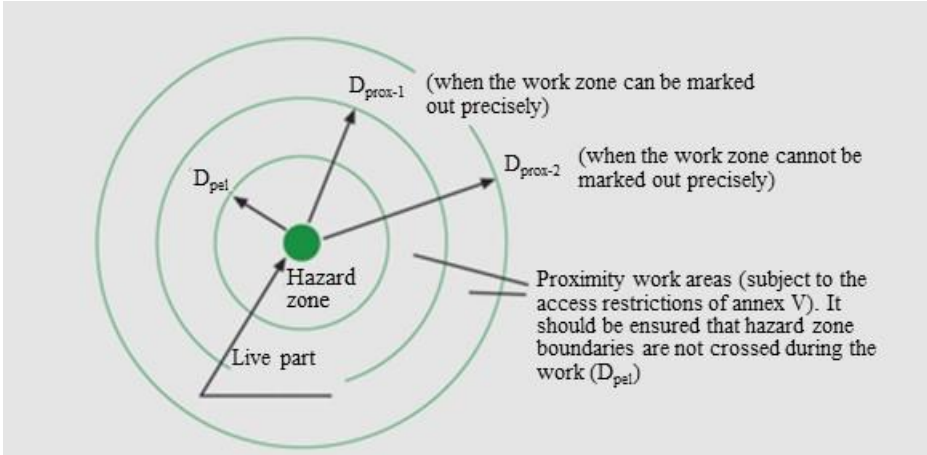

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(03) 4. Electrical works in the vicinity of live elements

Work during which the worker enters or may enter the proximity zone, without entering the danger zone, whether with a part of his/her body, or with tools, equipment, devices or materials in use.

Item	Description	TP
1800	<p>Demarcation of work zone in accordance with the proximity distance from the area not to be accessed</p> <p><i>Demarcation of the work zone in accordance with distances established in planning of the work in the vicinity, verifying that it is not overstepped during operations whether by the workers or by the machinery in use.</i></p> 	L/G/MG
1801	<p>Marking of all live elements in the vicinity of the work zone</p> <p><i>The signage to be used will consist of combined warning of electrical risk and prohibition of access.</i></p> <p><i>The signage complements the demarcation, and should be placed on equipment with accessible voltage. The placement process should not entail any risk, and placement should be prioritized on voltage equipment supports.</i></p> 	L/G/MG

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Item	Description	TP
1802	<p>Information about work zone risks available to all squad members</p> <p><i>Once the work zone has been created, the work foreman will inform all members of the squad of at least the following:</i></p> <ul style="list-style-type: none"> • <i>The boundaries of the work zone vicinity</i> • <i>Access points to the work zone vicinity</i> • <i>De-energized elements within the work zone vicinity</i> • <i>Live elements in the vicinity</i> • <i>Shielding</i> • <i>Signals and demarcations in the vicinity of the work zone.</i> 	G
1803	<p>Verify that all personnel and machinery is working within the identified / demarcated proximity zone</p> <p><i>In all work in the vicinity of live elements, the worker must remain outside of the danger zone and as far from it as the work permits. A precise demarcation should be one that unmistakably determines the boundaries, which will not be exceeded under any circumstances during the course of the work, both at the ground level or at height, with respect to the elements that remain in service and where voltage is accessible. That demarcation should run throughout the vicinity of the work zone, including traffic and access points to the work zone, and should be visible by all workers from any vantage point of the in the vicinity of the work zone.</i></p>	G/MG
1804	<p>Preparation and supervision of works by personnel qualified / authorized in accordance with applicable regulations</p> <p><i>Before starting works in the vicinity of live elements, an authorized worker, in the case of low voltage works, or a qualified worker, in case of high voltage works, will determine the viability of the works, taking into account the outlined in the above paragraph and the remaining provisions of this document.</i></p>	G
1805	<p>Existence of tools, machinery or materials in the work zone that could accidentally penetrate the danger zone.</p> <p><i>Establish minimum safety requirements for the protection of workers carrying out activities which may enter into or be encroached upon by the proximity zone of a live electrical installation, without the worker entering the danger zone, whether with a part of his/her body or with tools, equipment, devices or materials being handled.</i></p> <p><i>Attached is a list of elements that can increase this risk.</i></p>	G/MG

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Item	Description	TP								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center; padding: 5px;">Non-exhaustive list of elements that could increase the risk of accidents during work close to overhead lines</th> </tr> <tr> <td style="width: 50%; padding: 5px; vertical-align: top;"> a) MACHINES AND VEHICLES Tower cranes Mobile cranes Backhoes Trucks with tipper beds, hoists or similar Mobile lift platforms (MLPs) Hydraulic lifting arms Truck mounted cranes Variable reach self-propelled fork-lift trucks </td> <td style="width: 50%; padding: 5px; vertical-align: top;"> b) OTHER WORK EQUIPMENT Extension ladders Step ladders Metal scaffolding c) MATERIALS Metal tubes and profiles Cables and wires Trees, branches and damp wood </td> </tr> <tr> <th colspan="2" style="text-align: center; padding: 5px;">Equipment that could increase the risk of an electrical accident during work around underground cables</th> </tr> <tr> <td colspan="2" style="text-align: center; padding: 5px;"> Excavating machines Drilling machines Jackhammers </td> </tr> </table>	Non-exhaustive list of elements that could increase the risk of accidents during work close to overhead lines		a) MACHINES AND VEHICLES Tower cranes Mobile cranes Backhoes Trucks with tipper beds, hoists or similar Mobile lift platforms (MLPs) Hydraulic lifting arms Truck mounted cranes Variable reach self-propelled fork-lift trucks	b) OTHER WORK EQUIPMENT Extension ladders Step ladders Metal scaffolding c) MATERIALS Metal tubes and profiles Cables and wires Trees, branches and damp wood	Equipment that could increase the risk of an electrical accident during work around underground cables		Excavating machines Drilling machines Jackhammers		
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1806	<p>Removal of reclosing before starting works</p> <hr/> <p><i>Visual verification of the relay removal in the event that it is conducted via remote control or relay removal in the field on the part of the worker. The inspector will verify that the reclosing has been removed before work is begun.</i></p>	MG								
1899	<p>Other (must be specified)</p> <hr/> <p><i>It is mandatory to fill out the commentary / observations field with the inspected element. If there is deviation, identify.</i></p>	L/G/MG								

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(03) 5. Operations for execution of de-energized electrical works

Work that is conducted in electrical installations after having taken the necessary steps to de-energize the installation.

Item	Description	TP
1900	<p>Condition / use of PPE, collective protective equipment suitable for voltage level (rods, ground coverings, grounding, etc.)</p> <p><i>Verify general condition, marking, cleanliness and adjustment to the voltage level. The equipment and materials in use will demonstrate:</i></p> <ul style="list-style-type: none"> ○ <i>The absence of evident damage and modifications ensuring the protection of the worker from electrical risk.</i> ○ <i>That they are authorized and selected with the workers and their operations in mind, in particular, the operating voltage.</i> ○ <i>That they will be used, maintained and inspected in accordance with the manufacturer's instructions.</i> <p><i>In every case, the equipment and materials used for the operations will comply with the specific regulations that are applicable to them.</i></p>	G/MG
1901	<p>Disconnection of all voltage sources (at all voltage levels)</p> <p><i>The person responsible for disconnecting will ensure the following steps are taken for ALL power sources:</i></p> <ul style="list-style-type: none"> • <i>Identification and previous selection of the element/elements to be handled.</i> • <i>Observe the condition of the elements to be handled, making note of anomalies that impede safe execution of tasks, to be resolved prior to continuing operations.</i> • <i>Previous authorization of tasks, in accordance with the "Communications Protocol between the Power Grid Operations Center and field personnel" of each country.</i> • <i>Have available solid and stable support, which allows the hands to be free, and have available lighting that allows performance of tasks in adequate visibility conditions.</i> • <i>Complete tasks in accordance with the manufacturer's instructions, always keeping minimum safe distance from nearby power elements.</i> • <i>Verify the effective performance of the task through direct confirmation of the elements themselves.</i> 	G/MG



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Item	Description	TP
1902	<p>Blocking or locking cutting devices with standard elements</p> <p><i>The person responsible for blocking / locking will:</i></p> <ul style="list-style-type: none"> • Switch the command from “Remote” to “Local”, disabling remote operation in the case of remote handling elements. • Block all elements handled mechanically and/or electrically in the Tagout Zone (ZD) or Working Zone (ZT) (as applicable), to prevent the untimely presence of voltage in the ZD and/or ZT. • Employ proper blocking / locking methods with locks being the first choice, and yellow locks for switching elements in the ZD, and red for elements in the ZT, in accordance with the catalog of authorized elements.  <ul style="list-style-type: none"> • In cases in which the same switching element isolates various zones (ZD and ZT, or more than one ZT) each individual responsible for the creation of a zone (ZD or ZT) will block the element in question using a blocking device for the concurrent zone which will allow the installation of various locks.  <ul style="list-style-type: none"> • Identify the person responsible for blocking each element by filling in at a minimum the full name and telephone number in the element to block or through identifying labels inserted in the lock's shackle. 	G/MG




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Item	Description	TP
1903	<p>Work and tagout zone signage</p> <p>Mark all mechanical and/or electrical elements that constitute the Tagout Zone (ZD) or Work Zone (ZT) (as applicable) according to the index of authorized signage and demarcation elements.</p>  <p>In the event that there is a Testing Area within the work area, then its demarcation in adequate manner is mandatory while it exists and with signage:</p>  <p>In case of danger of voltage return, signage is mandatory in those workplaces, and grounding of work zones in case of known existence of a power source behind a third party property.</p> 	L/G/MG
1904	<p>Verify loss of voltage</p> <p>The person responsible for verifying the loss of voltage will:</p> <ul style="list-style-type: none"> ○ Choose the correct voltage drop detector for the conditions under which the operation will be carried out. The detector will indicate each of the possible conditions, “Live voltage” or “voltage loss”, with both light and sound. ○ Check proper functioning of the verifying equipment (range of rated operating conditions, condition of testing points, battery condition, if in use, sound and light signals, etc.) immediately before and after verifying. ○ Verify the loss of voltage: <ul style="list-style-type: none"> ● Immediately before grounding and short circuit of the installation, in location where these operations are going to take place, with the goal of reducing to a minimum the possibility that the installation be connected to a power source, due to error or malfunction, during the period of time between verification of the loss of voltage and connection to ground and short circuit. 	G/MG

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	<ul style="list-style-type: none"> • <i>On conductors, the verifier will be installed on an authorized rod, of a size adequate to the voltage level and environmental conditions being assessed.</i> • <i>On conductors the verification of the voltage loss will be carried out on each of the phases and the neutral conductor, if it exists.</i> • <i>In cables connected to substation cells or transformation /sectioning/ reflection centers, it will be carried out by observing the lighted indicators of the presence of power installed in front of the cells themselves.</i> <ul style="list-style-type: none"> • <i>In insulated cables or conductors that might be confused with others in the work zone, only authorized devices that act directly on the conductors will be used. These detectors work in an expedited way by causing a short circuit in the cable conductors when perforated by the appropriate methods, once the cable has been identified.</i> 	
1905	<p>Installation and marking of ZD and ZT grounding equipment in accordance with Tagout Planning Report (IPD).</p> <p><i>The person responsible for grounding will ensure:</i></p> <ul style="list-style-type: none"> ○ <i>Preferred use of fixed grounding systems in installations, where possible, over portable systems.</i> ○ <i>Work should be temporarily interrupted when there is the possibility of an electrical storm nearby.</i> ○ <i>Grounding and short circuit will be done immediately upon verifying the absence of power, and will be carried out as close as possible to the work place on both sides of the conductors entering the ZT.</i> ○ <i>Grounding should be visible from the work zone. If this is not possible, the grounding connections should be placed as close to the work zone as is possible, with at least one of them visible from the ZT.</i> ○ <i>In the case of portable systems:</i> <ul style="list-style-type: none"> • <i>Grounding conductor and short circuit elements should be standard and have a section sufficient to resist the flow of eventual short circuit current during the time that it takes for the installation's protective devices to be activated.</i> • <i>Visually confirm that the grounding and short circuit equipment is in good condition before use.</i> • <i>Execute tasks as if we were working with voltage (PPEs and procedure).</i> • <i>The grounding and short circuit elements and conductors should be connected in the first place to the ground connection, and then to the installation's ground connection, starting with the nearest one.</i> • <i>Use the rod to handle the clamps, NEVER do it with the hands. Do not overstep the boundary distance for operator's hands, indicated on the rod for the placement of grounding equipment. The rod should at least be of a size for the rated voltage for the installation where work will take place.</i> • <i>The grounding cable shall not touch the operator's body.</i> • <i>Always independently mark the grounding in the LZ and WZ, and block in the cases where grounding system allows it.</i> 	G/MG

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1906	<p>Demarcation of the work zone (tape, chains, fences, etc.)</p> <p><i>The choice of ZT demarcation on the ground, laterally and/or at height (in the case of live elements near the at height work zone, the first and foremost option will be shielding) will be determined by the kind of facility, access options and environment, and compliance with mandatory safety distances.</i></p> <p><i>The work zone will be marked and / or demarcated properly, whenever there is the possibility that other workers or external persons enter into to the zone and access live elements, with the following considerations:</i></p> <ul style="list-style-type: none"> ○ <i>It will be, if possible, free of creases, knots and cords, with a clear surface with the objective of maximizing visual impact.</i> ○ <i>It will be secured in such a way that it remains fixed and functional, including under windy conditions.</i> ○ <i>Surface demarcation will be in the form of at least one tape throughout the perimeter to demarcate a distance from the ground of 1 meter.</i> ○ <i>Height demarcation will complement the surface demarcation enclosing the ZT (the space protected from electrical risk) in its third dimension, between the ground of the installation and those elevated points that must be demarcated because they allow access or proximity to live elements during the course of work. These works will preferably be de-energized, or if that is not possible, employ techniques of working with live elements.</i> ○ <i>The tape used for demarcation will be different for inclusion (red tape) or exclusion from the work zone (yellow and black tape) as indicated in the catalog or authorized signage and demarcation elements.</i> 	L/G/MG
1907	<p>Specific documentation of dead work (tagout, IPD, creation and delivery of ZT)</p> <p><i>The following documentation should be available in the field:</i></p> <ul style="list-style-type: none"> ○ <i>Specific procedure from each country regarding "Management of tagouts that affect the high-voltage grid". (Applicable to EOL/BOL, AZT and JT).</i> ○ <i>Technical instruction from each country relative to the "Communications Protocol between the Power Grid Operations Center and field personnel" (applicable to EOL/BOL and AZT).</i> ○ <i>Technical Instruction from each country regarding "Operation and Maneuvers in Installations ≥ 1 kV for de-energized works". (Applicable to EOL/BOL, AZT and JT).</i> ○ <i>Work order (applicable to EOL/BOL, AZT and JT).</i> ○ <i>Tagout order (applicable to AZT and JT).</i> 	G
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	<ul style="list-style-type: none"> ○ IPD (applicable to AZT and JT). ○ Risk Assessment and Preventive Measure Planning document (or equivalent documentation) delivered by the company (if a collaborating company). (Applicable to EOL/BOL, AZT and JT). <p>Registration in the field of operations through the proper completion of forms by the various participating agents as applicable to</p> <ul style="list-style-type: none"> ○ Tagouts. Creation and delivery of the work zone. (applicable to AZT and JT). ○ Tagouts. Registration during execution of work. (applicable to JT). ○ Tagouts. End of work, removal from work zone and return of the installation. (applicable to AZT and JT). 	
1908	<p>Existence of specific procedures in the event of temporary earth removal in ZD or ZT</p> <p><i>Modification of grounding and/or short circuit or the interruption of the grounding circuit (for example through the opening of a switch that is used for grounding) to carry out a given test or measurement will result in the invalidation of the ZT as such, which will put into effect a planned procedure available in the field in order to guarantee the safety of the workers, and take the necessary precautions to avoid untimely feedback.</i></p>	G/MG
1999	<p>Other (must be specified)</p> <p><i>It is mandatory to fill out the commentary / observations field with the inspected element. If there is deviation, identify.</i></p>	L/G/MG

(03) 6. Welding works (not including polyethylene)

Item	Description	TP
2000	<p>Apron, protective sleeves and spats</p> <p><i>Verify the general condition, authorized marking, cleanliness and use of PPE. In the case of failure to use, or if used but the element is expired or its condition is very poor, the deviation will be classified as Very Serious.</i></p>	L/MG
2001	<p>Appropriate worker posture</p> <p><i>Verify that the worker has not adopted an awkward posture when doing the task.</i></p>	L/G/MG
2002	<p>Work-zone free of flammable materials</p> <p><i>Verify that there are no fuels, oils, plastics, wood, cardboard, etc. in zones near the work site.</i></p>	MG
2003	<p>Gas bottles verified in good condition, storage and transport</p> <p><i>Verify that bottles are identified, stored vertically, secured, and separated between 5 and 10 meters from the work zone or heat sources, and that they are protected from the sun. Verify the expiration date.</i></p>	L/G/MG

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Item	Description	TP
2099	Other (must be specified)	L/G/MG
	<p><i>Verify that welding machinery or generator sets do not remain connected, that non-return flame valves are in use on gas bottles, that the grounding cable is connected to the piece to be welded or as close as possible to it, etc.</i></p> <p><i>It is mandatory to fill out the commentary / observations field with the inspected element. If there is deviation, identify.</i></p>	

(03) 7. Radiography works

Item	Description	TP
2100	Existence of specific permission for radiography works	MG
	<p><i>Verify that the company that will be carrying out radiographic work has specific permits and that the start-date for the works as stated on the permits is not after the date that the works are to be done.</i></p>	
2101	Evidence of information for other affected companies.	L/G/MG
	<p><i>Verify that companies that may be affected by radiographic work have been notified when it has been done.</i></p>	
2102	Signage and marking of radiation zone	L/MG
	<p><i>Verify that the radiographic safety area is marked and that the signage is in perfect condition.</i></p> <p><i>In the even that there is no signage, this will be considered a Very Serious deviation.</i></p>	
2103	Use of dosimeter	MG
	<p><i>Ensure that persons accessing the security perimeter have dosimeter.</i></p>	
2104	Signage on vehicle used for transport of sources of radiation.	MG
	<p><i>Verify that the vehicle has radioactive hazard identification as required by law.</i></p> 	
2199	Other (must be specified)	L/G/MG
	<p><i>It is mandatory to fill out the commentary / observations field with the inspected element. If there is deviation, identify.</i></p>	

(03) 8. Works handling chemical and hazardous materials

Works that present the possibility of injury through contact with aggressive substances, or other effects caused by their presence in the environment, whether the substances are corrosive, irritants or allergy producing, or other chemical contaminants.

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Item	Description	TP
2200	Existing product safety sheet	L/G
	<i>Workers must demonstrate that they have been given the safety sheet.</i>	
2201	Product labeling	L/G
	<i>All vessels containing a chemical or hazardous product shall be identified.</i>	
2202	Product handling in accordance with product safety sheet	L/G
	<i>Check if there are specific conditions for handling the product on the safety sheet, and if workers are in compliance with them.</i>	
2203	Product storage	L/G
	<i>The product should be stored in accordance with the instructions on the safety sheet.</i>	
2204	Showers and eye-wash (permanent or portable) function	L
	<i>Verify proper functioning.</i>	
2299	Other (must be specified)	L/G/MG
	<i>It is mandatory to fill out the commentary / observations field with the inspected element. If there is deviation, identify.</i>	

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(03) 9. Works transporting and unloading liquefied natural gas (LNG).

Item	Description	TP
2300	Verify documentation <i>Check that there is a bill of lading and a checklist of safety aspects (NT-320-E).</i>	L/G
2301	Anti-static footwear <i>Certified with static electricity dissipating properties, without metal parts (metal fittings, buttonholes, etc.) for use in ATEX zones. Check the overall condition (absence of tears, cracks, etc.)</i>	L/MG
2302	Fire proof, anti-static and long-sleeved work clothing <i>Certified with fire resistant and static electricity dissipating properties, for use in ATEX zones, with total coverage of limbs (upper and lower) for any season of the year and under any weather conditions (rain gear, low temperature clothing).</i>	L/MG
2303	Cryogenic gloves <i>Certified for works with substances with cryogenic temperatures and of the appropriate size.</i>	L/MG
2304	Cryogenic apron <i>Certified for works with substances with cryogenic temperatures.</i>	L/MG
2305	Helmet with anti-splash face shield <i>Broad surface facial shield (full face), with maximum visibility, compatible with helmet use, in good condition and with proper fit.</i>	L/MG
2306	High visibility flame resistant and anti-static vest <i>For use by the operator, unloader and support personnel at the unloading.</i>	L/MG
2307	Ongoing use of equipment to detect explosive atmosphere <i>In operation in the installation throughout the entire operation, with placement in accordance with the discharge protocol. Correct calibration and maintenance.</i>	G/MG
2308	Fire protection <i>Existing firefighting equipment in good condition and fireproof blanket. Hydrant and hose.</i>	G/MG
2309	Vehicles stopped (brake on) with wheel chocks in place <i>Immobilize the tank using gears, hand brake engaged and wheel chocks (according to procedure and always when on an incline). Oriented toward the exit from the installation.</i>	L/G/MG
2310	Vehicle crew outside the cabin and available at all times <i>Verification of correct unloading procedures, the functioning of the devices to monitor an explosive atmosphere, communication among participating personnel, ground connection, flame arrester, etc. Personnel is prepared to act in the event it becomes necessary.</i>	L/G/MG

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Item	Description	TP
2311	Flame arresters in vehicle	L/G/MG
	<i>In accordance with unloading procedures, and for transfer always with the engine running: verify that there is a flame arrester installed in the exhaust pipe of the tanker truck.</i>	
2312	Vehicle grounding connected to installation grounding	G/MG
	<i>Proper connection, in elements without paint or grease, without joints, continuous covering of cable over its entire length, appropriate length of cable to avoid stresses.</i>	
2313	Motor off (except if necessary for transfer equipment)	G/MG
	<i>Engine off, key in possession of the driver.</i>	
2314	Motor off and battery disconnected during connection and disconnection of hoses.	G/MG
	<i>Engine off, key not in ignition and in possession of the driver.</i>	
2315	Vehicle electrical system disconnected.	G/MG
	<i>Cannot be involuntarily activated, only one worker responsible for activation.</i>	
2316	Use of necessary tools (anti-spark if indicated).	L/G/MG
	<i>Specific use of anti-spark tools (mallet, wrenches, etc.) to tighten discharge hoses in the corresponding trucks' openings to avoid leaks</i>	
2317	Explosimeter protocol in place (if the transfer is with a cryogenic pump)	L/G/MG
	<i>Once the operation is carried out, available during execution of activity, properly completed and authenticated.</i>	
2318	Connection / Disconnection of hoses	G/MG
	<i>Connection and disconnection of hoses used in the unloading operation will always be carried out with the engine off.</i>	
2319	Conditions during unloading	G/MG
	<i>Verify that there are no leaks and/or spills, overflow or emissions, and that hoses are not strained and are in good condition.</i>	
2320	Continuous presence of unloading personnel	G/MG
	<i>Unloading will be continuously monitored by a minimum of two persons, usually the driver of the tanker truck who is responsible for it and its valves and equipment, and one who is responsible for helping with unloading, acting on behalf of the permanent facilities (satellite plant).</i>	
2399	Other (must be specified)	L/G/MG
	<i>It is mandatory to fill out the commentary / observations field with the inspected element. If there is deviation, identify.</i>	

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(03) 10. Special operations in transport networks and gas distribution

The following will be considered as special operations:

- Drilling in steel tubing under load: Operation that consists in the perforation of a steel pipeline under load with a drill specially designed for the purpose, without interrupting supply.
- Steel pipe shuttering under load: Operation consisting in the provisional shuttering of a steel pipeline under load using a mechanical shutter, in order to safely execute cancelation or substitution of a section, cancelation or insertion of elements, or carry out a variation of the path.

The following items are common to the two operations:

Item	Description	TP
2400	Manageability of valves	G/MG
	<i>Valves which should be acted upon in the event of a leak should be identified and verified</i>	
2401	Qualified personnel	G/MG
	<i>Only qualified personnel with the appropriate specific training may use the machinery.</i>	
2402	Correct placement of personnel	G/MG
	<i>Do not stand in front of the purge valve when it is depressurizing.</i>	
2403	Monitoring interference from other works	L/G/MG
	<i>Verify that a sequence of actions has been demarcated, defined, and established, that prevents the execution of other tasks from imposing risks on the execution of the activity: (coordination of activities), and that coordination / planning is executed.</i>	
2404	Preventive measures	L/G/MG
	<i>In those cases where it is mandatory, the preventive measure has been designated, and it is present and identified at the operation.</i>	
2419	Other (must be specified)	L/G/MG
	<i>It is mandatory to fill out the commentary / observations field with the inspected element. If there is deviation, identify.</i>	

The following points must also be inspected for the drilling operation:

Item	Description	TP
2420	Condition of the interior seal	G/MG
	<i>Verify that the cap is in good condition and test on the accessory before beginning to drill.</i>	
2429	Other (must be specified)	L/G/MG
	<i>It is mandatory to fill out the commentary / observations field with the inspected element. If there is deviation, identify.</i>	

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The following points must also be inspected for the sealing operation:

Item	Description	TP
2430	Machinery	G/MG
	<i>Confirm the proper functioning of the shuttering machine's progress control system, and progress measures corresponding to the placement of the shutter and the seal.</i>	
2431	Replacement cups	G/MG
	<i>Replacement cups will be available in the field.</i>	
2432	Existence of openings	G/MG
	<i>It will be necessary to have three auxiliary openings for venting, launching tees and rendering the segment inert, and to verify the absence of gas with an explosimeter, as well as to facilitate the escape of fumes from subsequent welding.</i>	
2433	Tightness of interior seals	G/MG
	<i>Use of a leak detector to verify the tightness of interior seals.</i>	
2434	Placement of vent	G/MG
	<i>Confirm the existence of a vent to decompress the isolated area of piping.</i>	
2439	Other (must be specified)	L/G/MG
	<i>It is mandatory to fill out the commentary / observations field with the inspected element. If there is deviation, identify.</i>	

(03) 11. Works transforming LPG to natural gas

The process consists of the following three (3) operations:

- Gas exchange in the distribution network.
- Transformations in living spaces.
- Dismantling of the existing LPG plant.

Item	Description	TP
Gas exchange in the distribution network		
2500	Check valves	MG
	<i>All of the connection valves for the section should be closed, as well as the in-line valves, to isolate the area.</i>	
2501	Burner in secure location	G/MG
	<i>Establish a perimeter around the burner, in order to avoid the presence of possible ignition sources in the event of a gas leak. When igniting the burner, wind velocity and direction will be considered, in order to avoid the flame affecting the workers.</i>	

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Item	Description	TP
2502	Proper gas exchange	G/MG
	<i>Place an explosimeter in the corresponding measuring point and verify that it reaches 100% natural gas.</i>	
2503	Monitoring of interference from other works	L/G/MG
	<i>Verify that a sequence of actions has been demarcated, defined, and established, that prevents the execution of other tasks from imposing risks on the execution of the activity: (coordination of activities), and that coordination / planning is executed.</i>	
2509	Other (must be specified)	L/G/MG
	<i>It is mandatory to fill out the commentary / observations field with the inspected element. If there is deviation, identify.</i>	
Transformations in living spaces		
2510	Propane gas use	G/MG
	<i>Verify that all propane gas present in the network has been consumed before starting on transformation.</i>	
2511	Proper planning of each worker's tasks	L/G/MG
	<i>Verify that the collaborating companies coordinator is in the field and delegating the work for each team, and that those teams clearly understand the work they are to carry out.</i>	
2512	Placement of caps	G/MG
	<i>Verify that caps remain in place (and are sealed) in all openings of the propane network.</i>	
2519	Other (must be specified)	L/G/MG
	<i>It is mandatory to fill out the commentary / observations field with the inspected element. If there is deviation, identify.</i>	
Dismantling of the existing LPG plant		
2520	Emptying of the tank	G/MG
	<i>It is done with a depressurized tank.</i>	
2521	Burning of remaining propane	G/MG
	<i>Verify that the switch to the IRC (group recipient facility) is off, and that existing propane in the facility is burned.</i>	
2522	Inertization of tank	G/MG
	<i>When propane can no longer be burned because the level is too low, the tank is rendered inert with nitrogen. Pressure is left, to avoid an explosive mix.</i>	

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Item	Description	TP
2529	Other (must be specified) <i>It is mandatory to fill out the commentary / observations field with the inspected element. If there is deviation, identify.</i>	L/G/MG

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Annex 04: Items for activities in workplaces with particular characteristics

(04) 1. Work in trenches, excavations, mines

Works that are conducted inside or in the vicinity of trenches or excavations.

Item	Description	TP
2600	Slope gradients <i>The incline of the slope shall be less than the natural slope corresponding to the type of terrain according to regulation.</i>	L/G
2601	Accumulation of soil separated and consolidated from excavation <i>Soil accumulation less than 1 meter from the edge of the excavation is prohibited as a general rule. In the event that the accumulation cannot be made, its removal and transfer to another well-marked and indicated zone will take place, defining the spaces.</i>	G/MG
2602	Identification ahead of time of services possibly affected <i>Gas, water, electricity, sewage, telephone, cathode protection, etc.</i>	G/MG
2603	Shoring of trenches / mines / wells <i>Shoring at 1.3 meters of depth in work zones where there is the possibility of the presence of people.</i>	G/MG
2604	Movement of vehicles and machinery with respect to excavation edges <i>All work at the base of unstable inclines is prohibited. In unshored trenches, vehicle circulation will take place no less than 3 meters for light vehicles and 4 meters for heavy vehicles, provided that the width of the roadway is adequate (in these cases additional measures will be taken to ensure that they cannot fall due to collapse or cave-in of the existing unevenness.).</i>	G/MG
2699	Other (must be specified) <i>It is mandatory to fill out the commentary / observations field with the inspected element. If there is deviation, identify.</i>	L/G/MG

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(04) 2. Works in specially configured non-confined spaces

Tunnels, service access, pits, junction boxes, etc. are spaces specially configured and not confined

Item	Description	TP
2700	<p>Monitoring of access by persons to the interior</p> <p><i>An enclosure is considered as a special risk due to its geometry when:</i></p> <ul style="list-style-type: none"> ▪ <i>Access to the space is difficult because of openings that do not allow safe and rapid entry and/or exit of all occupants.</i> ▪ <i>The space has passageways of reduced dimensions which demand poor or awkward posture, making a possible evacuation difficult (low ceilings, narrow hallways).</i> ▪ <i>Access/exit from the space is vertical through uneven ascent or descent and a rescue tripod is required.</i> <p><i>In these cases, a work team worker will carry out an access control.</i></p>	G/MG
2701	<p>Adequate lighting (workplace and emergency).</p> <p><i>Verify that there is sufficient lighting for carrying out operations and for evacuation in the event of an emergency.</i></p> <p><i>Verify that the light and tool supply in conductor spaces comes from circuit safety transformers safety voltage in the event that it is necessary.</i></p>	L/G/MG
2702	<p>Continuous monitoring of interior atmosphere</p> <p><i>Required check of the interior atmosphere as identified by the person responsible, in places (which without being confined), where conditions exist or there is the risk of the presence of a dangerous atmosphere:</i></p> <ul style="list-style-type: none"> ○ <i>The oxygen level is directly measured to be deficient, or conditions for it exist, (the oxygen concentration should be between 19.5% and 23.5%).</i> ○ <i>The area contains accumulated chemical substances (such as, for example, hydrocarbons in oil deposits).</i> ○ <i>The characteristics of the work zone itself, or processes carried out, significantly reduce oxygen levels or produce contaminants:</i> <ul style="list-style-type: none"> • <i>Welding works.</i> • <i>Oxy-fuel cutting or oxy-acetylene welding.</i> • <i>Maintenance works involving application of paint, solvents or other products containing toxic substances.</i> • <i>Indoor use of combustion engines, such as bilge pumps, electrical generators, compressors, vehicles, etc.</i> ○ <i>The atmosphere in the work zone is affected by gases derived from equipment failures in it, for example:</i> <ul style="list-style-type: none"> • <i>The accumulation of heavier than air gases such as sulphur hexafluoride (SF6) due to dangerous leaks of decomposing toxic byproducts in the case of electrical failure.</i> • <i>Damage to cables and power accessories with ignition and appearance of</i> 	G/MG

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Item	Description	TP
	<p><i>gases from electrical arc.</i></p> <ul style="list-style-type: none"> • <i>Accumulation of CO2 due to ignition of equipment or a part after failure.</i> • <i>Presence of electrolyte gases resulting from battery or accumulator fault.</i> <ul style="list-style-type: none"> ○ <i>Possibility of infiltration or discharge from nearby activities (industrial parks, waste water networks, chemical industry, etc.) and/or zones connected to the work zone where toxic, asphyxiating or flammable gases, vapors, mists or dusts might be released.</i> ○ <i>The facility has unsatisfactory ventilation.</i> ○ <i>When planning and/or control before the works due to work zone characteristics a dangerous atmosphere may result.</i> 	
2703	<p>Area ventilation and/or conditioning of the facility (temperature, humidity)</p> <p><i>It will be necessary to plan for ventilation and conditioning of the area when:</i></p> <p><i>1. There is unsatisfactory ventilation:</i></p> <ul style="list-style-type: none"> ○ <i>Premises without ventilation.</i> ○ <i>Premises with natural ventilation that comes from a single opening or from limited openings for intake and outflow of air.</i> ○ <i>Premises with natural ventilation and openings for intake and outflow of air that do not allow for complete and effective cross-ventilation (air circulation through blind corners, etc.).</i> ○ <i>The works being carried out require elevated consumption of oxygen (activities that demand intense physical activity) and are taking place in extremely confined facilities which make the existing ventilation insufficient.</i> ○ <i>Facilities with forced air in which the capacity or demands on the equipment and/or the distribution of entry of clean air and exit of dirty air do not ensure the effective renewal of air on the work site.</i> <p><i>NOTE: For reference, minimum natural ventilation of 6 times the interior atmosphere per hour to confirm that there is favorable natural ventilation regardless of size.</i></p> <p><i>2. There is a history of the presence of a hazardous environment present at the facility:</i></p> <ul style="list-style-type: none"> ○ <i>The oxygen level is directly measured to be deficient, or conditions for it exist, (the oxygen concentration should be between 19.5% and 23.5%).</i> ○ <i>The area contains accumulated chemical substances (such as, for example, hydrocarbons in oil deposits).</i> ○ <i>The characteristics of the work zone itself, or processes carried out, significantly reduce oxygen levels or produce contaminants:</i> <ul style="list-style-type: none"> • <i>Welding works.</i> • <i>Oxy-fuel cutting or oxy-acetylene welding.</i> • <i>Maintenance works involving application of paint, solvents or other products containing toxic substances.</i> • <i>Indoor use of combustion engines, such as bilge pumps, electrical generators, compressors, vehicles, etc.</i> 	L/G/MG

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Item	Description	TP
	<ul style="list-style-type: none"> ○ <i>The atmosphere in the work zone is affected by gases derived from equipment failures in it, for example:</i> <ul style="list-style-type: none"> ● <i>The accumulation of heavier than air gases such as sulphur hexafluoride (SF6) due to dangerous leaks of decomposing toxic byproducts in the case of electrical failure.</i> ● <i>Damage to cables and power accessories with ignition and appearance of gases from electrical arc.</i> ● <i>Accumulation of CO2 due to ignition of equipment or a part after failure.</i> ● <i>Presence of electrolyte gases resulting from battery or accumulator fault.</i> ○ <i>Possibility of infiltration or discharge from nearby activities (industrial parks, waste water networks, chemical industry, etc.) and/or zones connected to the work zone where toxic, asphyxiating or flammable gases, vapors, mists or dusts might be released.</i> ○ <i>When planning and/or control before the works due to work zone characteristics a dangerous atmosphere may result.</i> <p>3. <i>There are extreme environmental conditions in the area:</i></p> <ul style="list-style-type: none"> ○ <i>Areas with unfavorable humidity conditions where relative humidity is not within the 30% to 70% margin, except for places with risk due to static electricity, in which case the lower limit will be 50%.</i> ○ <i>Places with unfavorable temperature where the directly measured interior temperature is greater than 40°C or greater than 30°C in the event that the humidity is unfavorable because it is beyond the margin indicated in the previous point.</i> 	
2704	<p>Available means of rescue and evacuation (evacuation breathing kits, tripod, etc.)</p> <p><i>The use of rescue and evacuation methods will be required in places, as identified by responsible parties, which, while not confined spaces, present spatial and accessibility aspects which warrant them:</i></p> <ul style="list-style-type: none"> ○ <i>Access to the space is difficult because of openings that do not allow safe and rapid entry and/or exit of all occupants.</i> ○ <i>The space has passageways of reduced dimensions which demand poor or awkward posture, making a possible evacuation difficult (low ceilings, narrow hallways).</i> ○ <i>The space has a structure and configuration that makes evacuation especially difficult.</i> ○ <i>Access/exit from the space is vertical through uneven ascent or descent and a rescue tripod is required.</i> 	G/MG
2705	<p>Use of internal communications</p> <p><i>The use of a communications system with the interior will be required in places, as identified by responsible parties, which while not confined spaces, present spatial and accessibility aspects which warrant them.</i></p> <p><i>In these spaces, while operators are inside, a monitor will be designated to remain</i></p>	G/MG
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Item	Description	TP
	<i>outside the space while the work is being done, and will be able to carry out tasks that do not impede the main task of monitoring the atmosphere in the interior (when necessary) and above all, ensuring the chance for rescue in case of an accident.</i>	
2799	Other (must be specified) <i>It is mandatory to fill out the commentary / observations field with the inspected element. If there is deviation, identify.</i>	L/G/MG

(04) 3. Work at height

In accordance with provisions of NT.00039.GN-SP.ESS¹⁷, any activity by a worker is considered work at height if it is in a place where there is a height difference of over 1.8 meters from his / her feet and the base level where he / she could land in a fall, including entry and exit from the area. The use of fixed stairs in buildings is not considered at height work.

Item	Description	TP
2800	Use of chin straps <i>Verify that a helmet with chin strap is in use on all at height work, and that it is correctly fitted.</i>	MG
2801	Anti-fall harness / positioning band (condition / use / expiration). <i>Verify that a full-body harness is in use. Verify the condition of the harness (legible markings, absence of tears or deterioration of bands and seams, condition of the rings, etc.). Verify, in cases where applicable, the correct connection of the positioning band during execution of work.</i>	MG
2802	Fixed anchor points (condition / use / placement). <i>Verify the condition and maintenance of the fixed anchor points in use (adjusted to the anti-fall systems in use, position and connection to the structure, connection with other anti-fall elements, and if applicable, resistance, revisions, etc.).</i>	MG
2803	Use of double fall-arrest lanyard <i>Verify that workers remain tied to a fixed point the structure at all times by at least one of the ropes during ascent and descent, and with both while performing the work.</i>	MG
2804	Certified fall protection kits <i>Verify that all equipment in use (harness, connectors, cords, anchor points, descenders, energy/shock absorbers, ties, etc.) is certified in accordance with applicable regulation. Verify that all elements in use are compatible with each other.</i>	MG

¹⁷Health and Safety Standard: Work at height.

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Item	Description	TP
2805	Lifelines (condition / use)	MG
	<i>Visually verify that the fixed or temporary lifeline is in good condition (absence of deformities, etc.). Verify, to the extent possible, that it is inspected and certified. Verify that additional elements are compatible with the lifeline in use.</i>	
2806	Rescue and evacuation plan / equipment	MG
	<i>Verify that in the course of planning of preventive measures / safety plan a plan of action is included in the event of rescue. Verify that the equipment necessary to ensure rescue and evacuation is identified, available and in good condition and state of repair.</i>	
2807	Marking of work zone under the vertical line	MG
	<i>Verify that the working point of the work zone has been marked and defined at its vertical projection, taking into account the teams and auxiliary elements in use for completion of the work.</i>	
2808	Work squad composed of a minimum of two workers during works	MG
	<i>Verify that no at height work is executed alone, and that there is a support worker, supervision and/or assistance to personnel engaged in at height work</i>	
2899	Other (must be specified)	L/G/MG
	<i>It is mandatory to fill out the commentary / observations field with the inspected element. If there is deviation, identify.</i>	

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(04) 4. Work in confined spaces

In accordance with provisions of NT.00052.GN-SP.ESS¹⁸, any space is considered confined which has limited openings for entry and exit and undesirable natural ventilation in which toxic or flammable contaminants can accumulate, or where there may be a lack of oxygen in the atmosphere, and which is not designed for continued occupation by workers

Item	Description	TP
2900	Existence of specific work permits in confined spaces <i>Verify the existence and appropriateness of a work permit in for work to be done (temporary / specific), which identifies the contaminants to be measured, the preventive measures to adopt and the system to access the confined space, correctly filled out signed by participants and connected to the activity to be inspected.</i>	G/MG
2901	Presence of external supervision <i>Verify that workers remain outside for the duration of the operation, in a secure position, provided with the necessary protective equipment, and with the means to solicit external help, without impeding their principal task of security.</i>	MG
2902	Signage of confined spaces <i>Verify the existence, condition, observe prior to access. Demarcate the entrance to the confined space. Protect open access with fences and/or guardrails. Do not permit work to begin in open traffic areas without having the correct signage in place. On night works or in conditions of low visibility, install regulatory lights; if there is encroachment onto the roadway the lights should be flashing.</i>	L/G
2903	Access control and registration of persons in the interior <i>Confirm communication from the Control Center responsible for the installation or, if there is not one, the unit authorizing the work. The control center (or authorizing unit) will confirm compliance with the conditions indicated in the permit. Verify the existence of a system to monitor access of personnel to the confined space, which corresponds with persons present at the operation. In those spaces where visual monitoring is not possible from outside, the security guard will maintain a record of entry and exit. Verify the existence of planning of time duration within the facility and breaks due to the temperature and work procedures.</i>	G/MG
2904	Continuous monitoring of interior atmosphere <u>BEFORE ENTRY</u> <i>Verify the condition and function of measuring equipment. Engage gas detector in "clean" environment.</i>	G/MG

¹⁸Health and Safety Standard: Confined Spaces.

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Item	Description	TP
	<p>Conduct environmental measurements from outside, connecting a measuring probe to the gas detector. Record initial readings.</p> <p>In the event of detection of an unbreathable environment, do not begin work until conditions are suitable.</p> <p><u>INDOORS</u></p> <p>Appropriate sensors operational at all times, from entryway to exit, that sample expected environment (O2, CO, CO2, NH3, CH4...).</p>	
2905	<p>Ventilation of the area</p> <p>In the event that there are improper concentrations of gases in the atmosphere, ventilate the premises until the proper levels are reached.</p> <p>In the event that contaminants are expected in the execution of works, install forced ventilation before beginning.</p> <p>If forced ventilation equipment is used in ATEX zones, it should be certified for use in these zones.</p>	L/G/MG
2906	<p>Rescue and evacuation plan</p> <p>Verify its existence and knowledge of it, and appropriateness to the type of installation and operation to be carried out, as well as the possible foreseeable emergencies, indicating the necessary resources (human and material) and course of action.</p>	L/G/MG
2907	<p>Available means of rescue and evacuation (evacuation breathing kits, tripod, etc.)</p> <p>Available, distributed and displayed for use in accordance with the Rescue Plan. Placed in work zones: interior and exterior, in a way that does not generate additional hazard.</p>	G/MG
2908	<p>Means of continuous communication between supervisor / workers inside.</p> <p>Verify the proper functioning of the communication system between workers in the interior and exterior of a confined space, through the appropriate means (visual, acoustic, radio, etc.).</p> <p>Verify that a system known to all participants has been established.</p>	L/G/MG
2909	<p>Adequate lighting (workplace and emergency).</p> <p>Verify that the light and tool supply in conductor spaces comes from circuit safety transformers safety voltage in the event that it is necessary.</p> <p>Verify appropriate lighting distribution and levels, and prevent possible failure. In the case of ATEX work zones, appropriate lighting equipment for ATEX.</p>	L/G
2999	<p>Other (must be specified)</p> <p>It is mandatory to fill out the commentary / observations field with the inspected element. If there is deviation, identify.</p>	L/G/MG

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Health and Safety Standard: Prior Control, Documented Inspections and Coordination Meetings with Partner Companies.

Part 2: Documented inspection

(04) 5. Works in explosive atmospheres (ATEX)

Works in which the risk of fire/explosion due to the presence of a mixture with the air, atmospheric conditions, flammable substances in the form of gases, vapors, mists or powders, in which, through ignition, combustion will spread through the entirety of the unburned mixture.

Item	Description	TP
3000	Ongoing use of equipment to detect explosive atmosphere	G/MG
	<i>In operation throughout the entire operation, from entry through exit of the ATEX zone, with placement at those points with the greatest possibility of generating an explosive atmosphere, and taking into account the characteristics of the anticipated gases (relative density with respect to air, explosive limits, etc.).</i>	
3001	Use of appropriate tools	L/G/MG
	<i>Verify the suitability of tools to be used in the ATEX zone, the condition and maintenance of the same, as well as their correct use by participants in the activity.</i>	
3002	Appropriate and certified equipment for ATEX zone	L/G/MG
	<i>Verify, legible marking, appropriate class for use, integrity of equipment.</i>	
3003	Calibration of gas-detecting kits	L/G/MG
	<i>Gather and verify the equipment used in this section is within date of use. Appropriate for measuring predictable or anticipated gases in the atmosphere of the area where the work is being carried out (O₂, CO, CO₂, NH₃, CH₄, etc.). Certified by the manufacturer or accredited laboratory.</i>	
3004	Monitoring of possible ignition sources	L/G/MG
	<i>Verify the absence of ignition sources in the work zone. In the event that one is present, verify that necessary measures are established for its control and that these are carried out correctly.</i>	
3005	Monitoring interference from other works	L/G/MG
	<i>Verify that a sequence of actions has been demarcated, defined, and established, that prevents the execution of other tasks from imposing risks on the execution of the activity: (coordination of activities), and that coordination / planning is executed.</i>	
3099	Other (must be specified)	L/G/MG
	<i>It is mandatory to fill out the commentary / observations field with the inspected element. If there is deviation, identify.</i>	

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Safety and Health Standard: Prior Control, Documented Inspections and Coordination Meetings with EECCs

Part 3: Coordination meetings

Code: NT.00034.GN-SP.ESS-PT.03

Edition: **5**



The following text is a translation of the original Procedure "Reuniones coordinación" (NT.00034.GN-SP.ESS-PT.03), Version 5, in order that the contents should be easily understood by all Gas Natural Fenosa employees. In the event of any discrepancy in interpretation which may arise from the translation, the contents of the original Spanish version currently in force shall prevail for all relevant purposes.

THE DIRECTOR OF PURCHASING, PREVENTION AND GENERAL SERVICES

Date approved: 09/12/2015

Date translated: 12/12/2015

Safety and Health Standard: Prior Control, Documented Inspections and Coordination Meetings with EECCs

Part 3: Coordination meetings

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Safety and Health Standard: Prior Control, Documented Inspections and Coordination Meetings with EECCs

Part 3: Coordination meetings

1. Purpose

To determine the type of health and safety coordination meetings to be held between the company and its contractors.

2. Scope

The scope includes all activities that the company performs with the personnel of EECCs and that could place either the personnel performing those activities at risk or third parties or our own installations or the installations of third parties.

3. Reference Documents

Those listed in the main section of Technical Standard NT.00034.GN-SP.ESS.

4. Definitions

Those listed in the main section of Technical Standard NT.00034.GN-SP.ESS.

5. Responsibilities

Indicated throughout the document.

6. Development

6.1. General aspects

As already mentioned in Technical Standard NT.00034.GN-SP, the purpose of coordinating meetings is to transmit the company's entire health and safety commitment to their contractors, based on the five (5) basic principles of the project:

- Nothing is more important than Safety.
- All accidents can be avoided
- Safety is a management responsibility.
- Safety is an individual responsibility.
- All work must be planned and executed with Safety in mind.

This coordination does not have to be specific to prevention. They are operational meetings in which prevention is integrated as a primordial point.

Corresponding notification must be given of coordination meetings, they should all have an agenda and the corresponding minutes should be drawn up. Both the notification and the minutes may be bypassed in the case of launch meetings and if an order or site book exists, provided that details of the safety matters discussed are put in writing in the book.

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Part 3: Coordination meetings

Coordination meetings must include any corresponding disclosures to the entire hierarchical lines of the businesses and partner companies, to ensure knowledge of best practices and the most relevant aspects.

6.2. Coordination meeting levels

Coordination meetings are split up into four (4) levels; frequencies for holding the meetings are established based on the levels (see *Table 1*). However, given the specific organisations in different countries and in the company's businesses, certain meeting levels and frequencies may be made to coincide with the purpose of optimising the frequency and attendees of meetings.

Level		Frequency	Scope
1	General Management (first line of operations, answering to the board of directors) or Country Managers.	Annually, preferably during the 1 st quarter	Partner companies at a country level
2	Management, or Level 1 dependent units (area management, etc.)	Twice yearly	Partner companies at an area level
3	Department or level 2 dependent units (areas, branches, sectors, technical services, etc.)	Every four months, where necessary specific meetings may be held with a particular partner company	Partner companies at a sector level
4	Launch.	At the start of each work as per <i>Table 2</i>	Gas Natural Fenosa site manager and managers or team leaders of all partner companies who carry out any actions during the course of the activity.

Table 1

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Part 3: Coordination meetings

6.3. Launch meetings

The launch meetings should be held as per the following table:

Business	Launch meetings
GENERATION	In all cases for work in power plants
ELECTRICAL DISTRIBUTION RENEWABLE ENERGY	When several partner companies are used, or if the works are reconsidered.
GAS DISTRIBUTION	For unique work, or if the works are reconsidered.

Table 2

6.4. Leadership Workshop

In Level 2 and Level 3 coordination meetings, EECCs must also be informed of the Leader's Role regarding Safety and Health defined by the company. The target audience of this workshop are persons from EECCs who have personnel under their supervision.

6.5. Notification and agenda

The meeting notification should be split up into the following parts:

Meeting identification, stating:

- Date
- Place
- Person calling the meeting
- Person drawing up the minutes

Attendees, stating

- Name and surname(s).
- Company they represent

Agenda, with the following items:

- Information on safety and security measures in the building where the meeting is held.
- Safety contact.
- Meeting goals.
- Information about the implementation of the Health and Safety Commitment project.
- Presentation on safety indicators.

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- Incident and accident analysis.
- Any other business. Questions and answers.
- Next coordination meeting.
- Agreements adopted in the meeting.

6.6. Meeting minutes

The meeting minutes should be split up into the same sections as those listed in section 6.5 "Notification and agenda". In addition, spaces should be provided in the "attendees" section for the signature of each attendee.

The most important matters discussed should be summarised and noted in the minutes for each item on the agenda. It is very important to ensure that any type of action that is agreed on should be noted in the minutes, including those responsible and the execution period.

7. Data registration

Notification and agenda.

Meeting minutes.

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CONTROL PRIOR TO STARTING WORK

GNF DEVELOPMENT UNIT:			
EXECUTING COMPANY/UNIT:			
WORK PLACE:			
WORK TO BE PERFORMED:		PT/OT No.	
WORK MANAGER:			
No. PEOPLE:		DATE:	TIME:

The objective of filling in this document is for it to serve as a check list prior to starting work to check the safety measures that have been adopted. It does not replace the mandatory document entitled HAZARD ASSESSMENT AND PLANNING OF PREVENTIVE MEASURES for work.

1.- TYPE OF WORK: WORK	
AT HEIGHT	WITHOUT VOLTAGE
IN TRENCHES / EXCAVATIONS	UNDER VOLTAGE
IN GALLERIES - TUNNELS - ENCLOSED SPACES	MEASUREMENT, TESTS AND ELECTRICAL VERIFICATIONS
IN CONFINED SPACES	MEASUREMENT, TESTS AND INSTALLATION VERIFICATIONS WITH GAS
IN EXPLOSIVE ATMOSPHERES	AROUND VOLTAGE
CIVIL WORKS	LAYING AND MAINTAINING OPTICAL FIBRE
WITH CHEMICAL SUBSTANCES	LAYING AND MAINTAINING GAS CONDUITS
MINE OPERATION	II.RR. CONSTRUCTION AND MAINTENANCE GAS
FELLING - PRUNING - CLEARING	CONSTRUCTION AND MAINTENANCE THERMAL INSTALLATIONS
LIFTING - MOVING CARGO	QUALITY CONTROL
OPERATIONS ON ELECTRICAL NETWORKS AND INSTALLATIONS	
OTHER:	

2.- MOST SIGNIFICANT ENVISAGED HAZARDS	
FALLS ON THE SAME LEVEL	EXPOSURE TO BIOLOGICAL CONTAMINANTS
FALLS ONTO A DIFFERENT LEVEL	EXPOSURE TO CHEMICAL SUBSTANCES / ASPHYXIATION / POISONING
FALLING OBJECTS	NOISE - VIBRATIONS
CONTACT WITH CHEMICAL SUBSTANCES	ENTRAPMENT
CONTACT WITH HEAT	TRAFFIC RELATED INJURY
ELECTRICAL CONTACT	IMPACTS
ELECTRICAL ARC	BLOWS - CUTS
FIRE - EXPLOSION	PROJECTION
LANDSLIDES - COLLAPSES	IONISING RADIATION
ANIMAL ATTACK	NON-IONISING RADIATION
OTHER:	

3.- PROTECTION	
HARD HAT (with chin strap for work at height)	WORK AREA SIGNS (traffic)
HEARING PROTECTION	DETECTION OF GASES IN ATMOSPHERE
RESPIRATORY PROTECTION	ISOLATED TOOL
FACE PROTECTION: EYES and/or FACE	SPARK SUPPRESSION TOOL
SAFETY FOOTWEAR (mechanical, chemical)	PORTABLE LIGHTING
SAFETY HARNESS - FALL ARREST SYSTEM	RESCUE SYSTEM
PROTECTIVE GLOVES (mechanical, chemical, fireproof, etc.)	ISOLATING MATS
HV/LV ELECTRICAL PROTECTION GLOVES	ISOLATING POLES
CHEMICAL PROTECTION SUIT	FIRE PROTECTION
FIREPROOF ROPE	LIFE JACKET
WELDING SCREEN - GOGGLES	REFLECTANT VEST
RESPIRATORY PROTECTION EQUIPMENT	ELECTRICAL ARC PROTECTION SUIT
DISCHARGE IN INSTALLATION (5 GOLDEN RULES)	BEEKEEPER SUIT
SIGN AND MARK OUT WORK AREA	OTHER:

4.1- SURROUNDING CONDITIONS: ACTIVITY AREA	
RESIDENTIAL (HOUSING)	COMMERCIAL
INDUSTRIAL	RURAL
SWAMPS	MINES
MOUNTAINOUS	ENCLOSURES OR THE INTERIOR OF COMPANY INSTALLATIONS
OTHER	

4.2- SURROUNDING CONDITIONS: VEHICLE TRAFFIC				
VEHICLE TRAFFIC CAN DIRECTLY OR INDIRECTLY AFFECT WORK SAFETY			NO	YES
HIGH DENSITY		HEAVY VEHICLE TRAFFIC		
PROXIMITY TO HIGH SPEED ROADS		OTHER		

4.3- SURROUNDING CONDITIONS: WEATHER				
WEATHER CAN DIRECTLY OR INDIRECTLY AFFECT WORK SAFETY			NO	YES
WIND		RAIN		
SNOW		ICE		
OTHER				

4.4- SURROUNDING CONDITIONS: SPECIAL CONDITIONS				
THERE ARE SPECIAL CONDITIONS THAT CAN DIRECTLY OR INDIRECTLY AFFECT WORK SAFETY			NO	YES
ZONES OF CONFLICT		NIGHT-TIME WORK		
OTHER				

REMARKS - COMMENTS

If the conditions that exist do not coincide with those considered in the HAZARD ASSESSMENT AND PLANNING OF PREVENTIVE MEASURES FOR WORK that have been provided to you by your company, and they have a significant effect on safety, DO NOT START WORK and consult your superior.

Employee has carried out all required controls to perform the task/activity with suitable health and safety conditions. For tasks involving groups the team leader has identified and communicated to all team members the safety actions to be adopted to perform the task/activity.

PREPARED BY:
Name:.....
Personal ID no.:

BLOCKS COMMON TO ALL Dis

Item	WORKPLACE DOCUMENTATION	Applicable	Not applicable	N/A	C	I	RI	L	G	MG
1000	RISK ASSESSMENT AND PROPOSED PREVENTIVE METHODS									
1001	HEALTH AND SAFETY PLAN (construction works)									
1002	CONTROL PRIOR TO STARTING WORK									
1003	WORK PERMIT / WORK ORDER / COMMISSION									
1004	SUBCONTRACTING AUTHORIZATION									
1005	PERSONNEL IDENTIFIED ON SITE / WORKS / ACTIVITY IS INCLUDED IN ROSTER OF WORKERS ASSIGNED TO THE WORKS									
1006	VEHICLES /MACHINERY IDENTIFIED ON SITE / WORKS/ ACTIVITY ARE INCLUDED IN THE ACCOUNTING OF VEHICLES / MACHINERY ASSIGNED TO THE WORKS									
1007	DESIGNATION AND PRESENCE OF PREVENTIVE RESOURCES									
1099	OTHERS									

Item	WORK ZONE AND COLLECTIVE PROTECTIVE EQUIPMENT	Applicable	Not applicable	N/A	C	I	RI	L	G	MG
1100	DEMARCATON / HAZARD SIGNAGE (WORK ZONE, STOCKPILE ZONE, TRAFFIC, SECURED FENCING, TRAFFIC SIGNALS, ELECTRICAL RISK WARNING SIGNS, ETC.)									
1101	ORDER AND CLEANLINESS									
1102	STORAGE OF MATERIALS									
1103	FIXED LIGHTING / PORTABLE LIGHTING/ EMERGENCY LIGHTING/ VISIBILITY CONDITIONS									
1104	PROTECTION OF HOLES AND/OR FALL ZONES									
1105	AUXILIARY / PROVISIONAL POWER SUPPLIES									
1106	PROTECTION OF SHARP OR POINTED EDGES, PLASTIC "MUSHROOM" CAPS									
1107	PROTECTION OF MULTILEVEL WORK SITES/ CONCURRENCE / INTERFERENCE									
1108	FIRE-PROTECTION ELEMENTS (AVAILABLE, ACCESSIBLE, NOT EXPIRED)									
1109	FIRST AID KIT									
1110	SECURE/SAFE ACCESS TO WORK ZONES (WALKWAYS FOR ACCESS OVER DITCHES, OBSTACLE-FREE PASSAGE, LADDERS, ACCESS RAMPS TO EXCAVATIONS, DEMARCATON THROUGH USE OF SIGNAL CONES ON ROADWAYS, AWNINGS, SAFETY NETTING, ETC.)									
1111	PACKAGING, IDENTIFICATION AND USE OF CHEMICAL PRODUCTS									
1112	APPROPRIATE WEATHER ON OUTDOOR WORKS									
1199	OTHERS									

Item	INDIVIDUAL PROTECTIVE EQUIPMENT (IPE) PERSONAL PROTECTIVE EQUIPMENT (PPE)	Applicable	Not applicable	N/A	C	I	RI	L	G	MG
1200	SAFETY HELMET									
1201	CHEMICAL AND MECHANICAL PROTECTIVE FOOTWEAR									
1202	WORK CLOTHING: FIRE PROOF, CHEMICAL, ANTI-STATIC AND ARC FLASH CLOTHING, LIGHT EXPOSURE									
1203	FACIAL PROTECTIVE SCREEN / PROTECTIVE GOGGLES									
1204	CLOTHING / REFLECTIVE VEST									
1205	RESPIRATORY PROTECTION									
1206	HEARING PROTECTION									
1207	MECHANICAL PROTECTIVE GLOVES, TRIPLE GLOVES APPROPRIATE FOR VOLTAGE LEVEL FOR LIVE WORK, CHEMICAL, FIRE PROOF, WELDING									
1208	BREATHING ASSISTANCE EQUIPMENT									
1299	OTHERS									

Item	TOOLS, EQUIPMENT AND AUXILIARY ELEMENTS	Applicable		Not applicable		N/A	C	I	RI	L	G	MG
1300	MANUAL TOOLS / INSULATED MANUAL TOOLS											
1301	BAG / TOOL BELT											
1302	PORTABLE TOOLS											
1303	CONDITION / PROPER USE OF LADDERS											
1304	CHECK PORTABLE MEASURING DEVICES (GAS DETECTORS, COMBUSTION ANALYZERS, VOLTAGE DROP DETECTORS, ETC.)											
1305	APPROVED MARKING IN ACCORDANCE WITH THE COUNTRY'S LAWS											
1306	SAFEGUARDING OF TOOLS AND OTHER PROTECTIVE DEVICES											
1307	CONDITION / PROPER USE OF SCAFFOLDING											
1399	OTHERS											

Item	VEHICLES, TRUCKS AND MACHINERY	Applicable		Not applicable		N/A	C	I	RI	L	G	MG
<p>Where the term machinery is used to describe items in this chapter, it should be understood as referring to any vehicle, truck or machine in the work zone, and that could participate in the work.</p> <p>If a deviation is detected in the machinery, it should be identified by noting down the corresponding registration number.</p>												
1400	CHECK OF THE MACHINERY'S STATUS IN THE DOCUMENT MANAGEMENT SYSTEM											
1401	CONDITION / GENERAL USE											
1402	SAFETY BELT											
1403	FIRST AID KIT											
1404	DRIVING CARD/LICENCE/PERMIT OF THE DRIVER											
1405	MAN/LOAD SEPARATION (NOT MOTORCYCLES)											
1406	FASTENING OF THE TOOLBOX, TOOLS, SPARE PARTS, ETC. TO MOTORCYCLES											
1407	ORGANISATION AND FASTENING OF THE LOAD											
1408	MOTORCYCLE DRIVERS' EQUIPMENT											
1409	CHOCK WHEELS OF MACHINERY PARKED ON AN INCLINE											
1410	VISUAL AND AUDITORY BACK-UP SIGNALS											
1411	EXTINGUISHER											
1412	PLACEMENT OF MACHINERY											
1413	MACHINERY WORK ZONE FREE OF CLUTTER											
1414	MOBILE ELEMENTS PUT AWAY WHEN MACHINERY IS NOT IN OPERATION											
1415	APPROVED MARKING IN ACCORDANCE WITH THE COUNTRY'S LAWS											
1416	SAFEGUARDING OF MACHINERY											
1417	GROUNDING MACHINERY											
1418	CONDITION AND POSITIONING OF STABILIZERS											
1499	OTHERS											

SPECIAL WORK BLOCK

Item	FELLING, PRUNING AND VEGETATION CLEARING WORK	Applicable		Not applicable		N/A	C	I	RI	L	G	MG
<p>Work during which logging, pruning or clearing, activities are conducted, whether by mechanical or manual means.</p>												
1500	CUT-RESISTANT PROTECTIVE GEAR FOR THE TORSO, ARMS AND LEGS											
1501	SIGNAGE AND ROAD MARKINGS IN THE ZONE											
1502	FIRE EXTINGUISHING EQUIPMENT											
1503	CHAINSAWS OFF AND BLOCKED DURING TRANSPORT OR BREAKS.											
1504	SECURITY RADIO DURING THE USE OF CHAINSAWS, WEED CUTTERS AND TRACTORS											
1505	CLEARING GUIDED BY TENSION OR MOVED BY MECHANICAL MEANS											
1506	ABSENCE OF PERSONNEL IN THE TREE OR BRANCH FALL, AND PROJECTILE SAFETY AREA WHEN CLEARING											
1507	DO NOT TEAR DOWN / THERE SHOULD NOT BE TREES ON TOP OF OTHERS THAT HAVE FALLEN ON THE GROUND											
1599	OTHERS											

Item	Work involving handling loads by mechanical means	Applicable	Not applicable	N/A	C	I	RI	L	G	MG
Works in which load-moving equipment is handled, or which are undertaken in their vicinity.										
1600	MOVEMENT OF LOAD BY PERSON WHO GUIDES MECHANICAL LOAD HANDLING									
1601	ACTIVE WORK ZONE MARKING									
1602	CONDITION OF LOAD HANDLING ACCESSORIES (HOOKS, LATCHES, CORDS, CABLES, PULLEYS, SLINGS, STRAPS, ETC.)									
1603	IMPACT ZONE OF LAOD-HANDLING EQUIPMENT, CLEAR PERSONNEL									
1604	SECURING / STABILITY OF LOAD DURING HANDLING									
1605	USE OF CORDS TO RESTRAIN AND GUIDE LOAD WHEN HANDLING									
1699	OTHERS									

Item	LIVE ELECTRICAL WORK	Applicable	Not applicable	N/A	C	I	RI	L	G	MG
Work during which a worker comes into contact with live elements, or enters into the danger zone, whether with a part of his /her body or with tools equipment, devices, or materials in use. The works, measurements, tests and verifications as defined below are not considered live work.										
1700	REGISTRATION OF THE LATEST INSPECTION OF THE MOBILE ELEVATED WORK PLATFORM (MEWP) FOR LIVE WORKING.									
1701	CONDITION / USE AND REGISTRATION OF THE LATEST INSPECTION OF SAFETY MATERIALS FOR LIVE WORK (RODS, CAPS, INSULATION FABRIC, BENCHES, SCAFFOLDING, CORDS, ETC.)									
1702	SPECIFIC PROCEDURE FOR LIVE WORK IN THE FIELD									
1703	EXISTENCE OF REQUIRED ELEMENT SHIELDING.									
1704	FARADAY SUIT/CAGE (CONDITION / USE) IN BARE-HAND WORKS									
1705	TOOL INSULATED UP TO 1000 V (IN BT)									
1706	REMOVAL OF RECLOSING BEFORE STARTING WORKS									
1707	MANAGEMENT AND SUPERVISION BY QUALIFIED PERSONNEL									
1799	OTHERS									

Item	ELECTRICAL WORKS IN THE VICINITY OF LIVE ELEMENTS	Applicable	Not applicable	N/A	C	I	RI	L	G	MG
Work during which the worker enters or may enter the proximity zone, without entering the danger zone, whether with a part of his/her body, or with tools, equipment, devices or materials in use.										
1800	DEMARICATION OF WORK ZONE IN ACCORDANCE WITH THE PROXIMITY DISTANCE FROM THE AREA NOT TO BE ACCESSED									
1801	MARKING OF ALL LIVE ELEMENTS IN THE VICINITY OF THE WORK ZONE									
1802	INFORMATION ABOUT WORK ZONE RISKS AVAILABLE TO ALL SQUAD MEMBERS									
1803	VERIFY THAT ALL PERSONNEL AND MACHINERY IS WORKING WITHIN THE IDENTIFIED / DEMARCATED PROXIMITY ZONE									
1804	PREPARATION AND SUPERVISION OF WORKS BY PERSONNEL QUALIFIED / AUTHORIZED IN ACCORDANCE WITH APPLICABLE REGULATIONS									
1805	ABSENCE OF TOOLS, MACHINERY OR MATERIALS IN THE WORK ZONE THAT COULD ACCIDENTALLY PENETRATE THE HAZARD ZONE DURING THE COURSE OF THE ACTIVITY.									
1806	REMOVAL OF RECLOSING BEFORE STARTING WORKS									
1899	OTHERS									

Item	OPERATIONS FOR CARRYING OUT DE-ENERGIZED ELECTRICAL WORKS	Applicable	Not applicable	N/A	C	I	RI	L	G	MG
Work that is conducted in electrical installations after having taken the necessary steps to de-energize the installation.										
1900	CONDITION / USE OF PPE, COLLECTIVE PROTECTIVE EQUIPMENT SUITABLE FOR VOLTAGE LEVEL (RODS, GROUND COVERINGS, GROUNDING, ETC.)									
1901	DISCONNECTION OF ALL VOLTAGE SOURCES (AT ALL VOLTAGE LEVELS)									
1902	BLOCKING OR LOCKING CUTTING DEVICES WITH STANDARD ELEMENTS									
1903	WORK AND TAGOUT ZONE SIGNAGE									
1904	VERIFY LOSS OF VOLTAGE									
1905	INSTALLATION AND MARKING OF ZD AND ZT GROUNDING EQUIPMENT IN ACCORDANCE WITH TAGOUT PLANNING REPORT (IPD).									
1906	DEMARICATION OF THE WORK ZONE (TAPE, CHAINS, FENCES, ETC.)									
1907	SPECIFIC DOCUMENTATION OF DEAD WORK (TAGOUT, IPD, CREATION AND DELIVERY OF ZT).									
1908	EXISTENCE OF SPECIFIC PROCEDURES IN THE EVENT OF TEMPORARY EARTH REMOVAL IN ZD OR ZT.									
1999	OTHERS									

Item	WELDING WORK (not including polyethylene)	Applicable		Not applicable		N/A	C	I	RI	L	G	MG
2000	APRON, PROTECTIVE SLEEVES AND SPATS											
2001	APPROPRIATE WORKER POSTURE											
2002	WORK-ZONE FREE OF FLAMMABLE MATERIALS											
2003	GAS BOTTLES VERIFIED IN GOOD CONDITION, STORAGE AND TRANSPORT											
2099	OTHERS											

Item	X-RAY WORK	Applicable		Not applicable		N/A	C	I	RI	L	G	MG
2100	EXISTENCE OF SPECIFIC PERMISSION FOR RADIOGRAPHY WORKS											
2101	EVIDENCE OF INFORMATION FOR OTHER AFFECTED COMPANIES.											
2102	SIGNAGE AND MARKING OF RADIATION ZONE											
2103	USE OF DOSIMETER											
2104	SIGNAGE ON VEHICLE USED FOR TRANSPORT OF SOURCES OF RADIATION											
2199	OTHERS											

Item	WORKS HANDLING CHEMICAL AND HAZARDOUS PRODUCTS	Applicable		Not applicable		N/A	C	I	RI	L	G	MG
Works that present the possibility of injury through contact with aggressive substances, or other effects caused by their presence in the environment, whether the substances are corrosive, irritants or allergy producing, or other chemical contaminants.												
2200	EXISTING PRODUCT SAFETY SHEET											
2201	PRODUCT LABELING											
2202	PRODUCT HANDLING IN ACCORDANCE WITH PRODUCT SAFETY SHEET											
2203	PRODUCT STORAGE											
2204	SHOWERS AND EYE-WASH (PERMANENT OR PORTABLE) FUNCTION											
2299	OTHERS											

Item	WORKS TRANSPORTING AND UNLOADING LIQUEFIED NATURAL GAS (LNG).	Applicable		Not applicable		N/A	C	I	RI	L	G	MG
2300	VERIFY DOCUMENTATION											
2301	ANTI-STATIC FOOTWEAR											
2302	FIRE PROOF, ANTI-STATIC AND LONG-SLEEVED WORK CLOTHING											
2303	CRYOGENIC GLOVES											
2304	CRYOGENIC APRON											
2305	HELMET WITH ANTI-SPLASH FACE SHIELD											
2306	HIGH VISIBILITY FLAME RESISTANT AND ANTI-STATIC VEST											
2307	ONGOING USE OF EQUIPMENT TO DETECT EXPLOSIVE ATMOSPHERE											
2308	FIRE PROTECTION											
2309	VEHICLES STOPPED (BRAKE ON) WITH WHEEL CHOCKS IN PLACE											
2310	VEHICLE CREW OUTSIDE THE CABIN AND AVAILABLE AT ALL TIMES											
2311	FLAME ARRESTERS IN VEHICLE											
2312	VEHICLE GROUNDING CONNECTED TO INSTALLATION GROUNDING											
2313	MOTOR OFF (EXCEPT IF NECESSARY FOR TRANSFER EQUIPMENT)											
2314	MOTOR OFF AND BATTERY DISCONNECTED DURING CONNECTION AND DISCONNECTION OF HOSES.											
2315	VEHICLE ELECTRICAL SYSTEM DISCONNECTED.											
2316	USE OF NECESSARY TOOLS (ANTI-SPARK IF INDICATED).											
2317	EXPLOSIMETER PROTOCOL IN PLACE (IF THE TRANSFER IS WITH A CRYOGENIC PUMP)											
2318	CONNECTION / DISCONNECTION OF HOSES											
2319	CONDITIONS DURING UNLOADING											
2320	CONTINUOUS PRESENCE OF UNLOADING PERSONNEL											
2399	OTHERS											

SPECIAL OPERATIONS IN GAS TRANSPORT AND DISTRIBUTION NETWORKS												
The following will be considered as special operations: <ul style="list-style-type: none"> • Drilling in steel tubing under load Operation that consists in the perforation of a steel pipeline under load with a drill specially designed for the purpose, without interrupting supply. • Steel pipe shuttering under load: Operation consisting in the provisional shuttering of a steel pipeline under load using a mechanical shutter, in order to safely execute cancelation or substitution of a section, cancelation or insertion of elements, or carry out a variation of the path. 												
Item	COMMON TO THE TWO OPERATIONS	Applicable		Not applicable		N/A	C	I	RI	L	G	MG
2400	MANAGEABILITY OF VALVES											
2401	QUALIFIED PERSONNEL											
2402	CORRECT PLACEMENT OF PERSONNEL											
2403	MONITORING INTERFERENCE FROM OTHER WORKS.											
2404	PREVENTIVE MEASURES											
2419	OTHERS											
Item	DRILLING OPERATION	Applicable		Not applicable		N/A	C	I	RI	L	G	MG
2420	CONDITION OF THE INTERIOR SEAL											
2429	OTHERS											
Item	SEALING OPERATION	Applicable		Not applicable		N/A	C	I	RI	L	G	MG
2430	MACHINERY											
2431	REPLACEMENT CUPS											
2432	EXISTENCE OF OPENINGS											
2433	TIGHTNESS OF INTERIOR SEALS											
2434	PLACEMENT OF VENT											
2439	OTHERS											
WORKS TRANSFORMING LPG TO NATURAL GAS												
The process consists of the following three (3) operations: <ul style="list-style-type: none"> - Gas exchange in the distribution network. - Transformations in living spaces. - Dismantling of the existing LPG plant. 												
Item	GAS EXCHANGE IN THE DISTRIBUTION NETWORK	Applicable		Not applicable		N/A	C	I	RI	L	G	MG
2500	CHECK VALVES											
2501	BURNER IN SECURE LOCATION											
2502	PROPER GAS EXCHANGE											
2503	MONITORING OF INTERFERENCE FROM OTHER WORKS											
2509	OTHERS											
Item	TRANSFORMATIONS IN HOMES	Applicable		Not applicable		N/A	C	I	RI	L	G	MG
2510	PROPANE GAS USE											
2511	PROPER PLANNING OF EACH WORKER'S TASKS											
2512	PLACEMENT OF CAPS											
2519	OTHERS											
Item	DISMANTLING OF THE EXISTING LPG PLANT	Applicable		Not applicable		N/A	C	I	RI	L	G	MG
2520	EMPTYING OF THE TANK											
2521	BURNING OF REMAINING PROPANE											
2522	INERTIZATION OF TANK											
2529	OTHERS											



BLOCK OF ACTIVITIES IN WORK PLACES WITH SPECIAL CHARACTERISTICS

Item	WORK IN TRENCHES, EXCAVATIONS ,MINES	Applicable	Not applicable	N/A	C	I	RI	L	G	MG
Works that are conducted indoors or in the vicinity of trenches or excavations.										
2600	SLOPE GRADIENTS									
2601	ACCUMULATION OF SOIL SEPARATED AND CONSOLIDATED FROM EXCAVATION									
2602	IDENTIFICATION AHEAD OF TIME OF SERVICES POSSIBLY AFFECTED									
2603	SHORING OF TRENCHES / MINES / WELLS									
2604	MOVEMENT OF VEHICLES AND MACHINERY WITH RESPECT TO EXCAVATION EDGES									
2699	OTHERS									

Item	WORK IN NON-CONFINED SPACES WITH SPECIAL GEOMETRY.	Applicable	Not applicable	N/A	C	I	RI	L	G	MG
Tunnels, service access, pits, junction boxes, etc. are spaces specially configured and not confined.										
2700	MONITORING OF ACCESS BY PERSONS TO THE INTERIOR									
2701	ADEQUATE LIGHTING (WORKPLACE AND EMERGENCY)									
2702	CONTINUOUS MONITORING OF INTERIOR ATMOSPHERE									
2703	AREA VENTILATION AND/OR CONDITIONING OF THE FACILITY (TEMPERATURE, HUMIDITY)									
2704	AVAILABLE MEANS OF RESCUE AND EVACUATION (EVACUATION BREATHING KITS, TRIPOD, ETC.)									
2705	USE OF INTERNAL COMMUNICATIONS									
2799	OTHERS									

Item	WORK AT HEIGHTS	Applicable	Not applicable	N/A	C	I	RI	L	G	MG
In accordance with provisions of NT.00039.GN-SP.ESS, any activity by a worker is considered work at height if it is in a place where there is a height difference of over 1.8 meters from his / her feet and the base level where he / she could land in a fall, including entry and exit from the area. The use of fixed stairs in buildings is not considered at height work.										
2800	USE OF CHIN STRAPS									
2801	ANTI-FALL HARNESS / POSITIONING BAND (CONDITION / USE / EXPIRATION)									
2802	FIXED ANCHOR POINTS (CONDITION / USE / PLACEMENT)									
2803	USE OF DOUBLE FALL-ARREST LANYARD									
2804	CERTIFIED FALL PROTECTION KITS									
2805	LIFELINES (CONDITION / USE).									
2806	RESCUE AND EVACUATION PLAN / EQUIPMENT									
2807	MARKING OF WORK ZONE UNDER THE VERTICAL LINE									
2808	WORK SQUAD COMPOSED OF A MINIMUM OF TWO WORKERS DURING WORKS									
2899	OTHERS									

Item	WORK IN CONFINED SPACES	Applicable	Not applicable	N/A	C	I	RI	L	G	MG
In accordance with provisions of NT.00052.GN-SP.ESS, any space is considered confined which has limited openings for entry and exit and undesirable natural ventilation in which toxic or flammable contaminants can accumulate, or where there may be a lack of oxygen in the atmosphere, and which is not designed for continued occupation by workers.										
2900	EXISTENCE OF SPECIFIC WORK PERMITS IN CONFINED SPACES									
2901	PRESENCE OF EXTERNAL SUPERVISION									
2902	SIGNAGE OF CONFINED SPACES									
2903	ACCESS CONTROL AND REGISTRATION OF PERSONS IN THE INTERIOR									
2904	CONTINUOUS MONITORING OF INTERIOR ATMOSPHERE									
2905	VENTILATION OF THE AREA									
2906	RESCUE AND EVACUATION PLAN									
2907	AVAILABLE MEANS OF RESCUE AND EVACUATION (EVACUATION BREATHING KITS, TRIPOD, ETC.)									
2908	MEANS OF CONTINUOUS COMMUNICATION BETWEEN SUPERVISOR / WORKERS INSIDE									
2909	ADEQUATE LIGHTING (WORKPLACE AND EMERGENCY)									
2999	OTHERS									

 	CONTROL PRIOR TO STARTING WORK Electricity and Gas Service Orders	Date:
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DELEGATION:	WORK CENTRE:
WORKER:	EMPLOYEE CODE:

The objective of filling in this document is for it to serve as a check list prior to the start of work for checking the safety measures that have been adopted. It does not replace the mandatory document entitled HAZARD ASSESSMENT AND PLANNING OF PREVENTIVE MEASURES for work.

To be filled in at the start of the work day					
PERSONAL PROTECTION	AVAILABLE <small>(YES, NO, N/A)</small>	CONDITIo N (GOOD, BAD)	COLLECTIVE PROTECTION AND TOOLS AND SUPPLIES FOR WORK	AVAILABLE <small>(YES, NO, N/A)</small>	CONDITIo N (GOOD, BAD)
Safety helmet with chin strap			Marking of the work area		
Face shield			Ladder		
Clothing: <input type="checkbox"/> High visibility <input type="checkbox"/> Fire-proof			Torch		
Fire-proof overalls/neck gaiter			First aid kit (expiry)		
Fire-proof gloves			Fire extinguisher (revision)		
Dielectric gloves (eXpiry) ⚠			Fuse-removal tool ⚠		
Mechanical gloves			Ammeter clip ⚠		
Safety boots			Vinyl cloth and fasteners ⚠		
Safety harness + Fall Arrest Sys.			Insulating mat ⚠		
			Insulated tools ⚠		
			Explosimeter (calibration / battery) ⚠		
			Leak detector (cal./bat.) ⚠		
			Combustion analyser (Cal./bat.) ⚠		
			Soapy water ⚠		
			Non-sparking tools ⚠		
TIME AND SIGNATURE					

⚠ Electricity Service Orders

⚠ Residential Gas Operations

Analyse before executing each service order so that the work method can subsequently be defined or for suspension of the work, subject to notifying the hierarchical superior. The following questions are designed to help complete the check list shown below for each operation to be performed.	
OPERATION:	TYPE OF OPERATION:
Can the work place be accessed?	
For outdoor jobs, do the weather conditions allow performing the work safely?	
Is it considered work at heights? / Is there a risk of falling from a height?	
Is the installation in the right condition before starting the work?	
Is the supervision of a prevention officer necessary? If necessary, identify the officer in the boxes at the bottom	
Is it necessary to delimit and/or mark off the work area?	
Was voltage shut down prior to starting the work? ⚠	
Has the absence of voltage been verified? ⚠	
Have measures been taken to prevent the accidental re-connection of voltage? ⚠	
For live-line work, have the live parts of the installation been protected? (busbars, metal cabinets, etc.) ⚠	
For live-line work, is full-body personal protective equipment available? ⚠	
Is the explosimeter calibrated and working? ⚠	
If the premises are enclosed, has the installation been ventilated and has the absence of ATEX been checked? ⚠	
Has the water-tightness test been performed using adequate means? (Detector + Soapy water) ⚠	
Could vehicle traffic have an impact on safety when performing the work?	

If the conditions that exist do not coincide with those considered in the HAZARD ASSESSMENT and the PLANNING OF PREVENTIVE ACTIVITIES that have been delivered by the company, and they have a significant impact on safety, **DO NOT BEGIN THE WORK and consult your superior.**

Designation of Prevention Officer (RRPP)	
OPERATION:	RRPP identification:
OPERATION:	RRPP identification:
OPERATION:	RRPP identification:
OPERATION:	RRPP identification:
OPERATION:	RRPP identification:
OPERATION:	RRPP identification:

OPERATION No.:				
TYPE OF OPERATION:				
	YES	NO	N/A	
Access				
Weather				
Work at heights				
Installation condition				
Prevention Officer				
Work Area Marking				
Voltage shutdown				
Protection				
Tagout				
Voltage verification				
Explosimeter				
Ventilation				
Water-tightness				
Comments:				

OPERATION No.:				
TYPE OF OPERATION:				
	YES	NO	N/A	
Access				
Weather				
Work at heights				
Installation condition				
Prevention Officer				
Work Area Marking				
Voltage shutdown				
Protection				
Tagout				
Voltage verification				
Explosimeter				
Ventilation				
Water-tightness				
Comments:				

OPERATION No.:				
TYPE OF OPERATION:				
	YES	NO	N/A	
Access				
Weather				
Work at heights				
Installation condition				
Prevention Officer				
Work Area Marking				
Voltage shutdown				
Protection				
Tagout				
Voltage verification				
Explosimeter				
Ventilation				
Water-tightness				
Comments:				

OPERATION No.:				
TYPE OF OPERATION:				
	YES	NO	N/A	
Access				
Weather				
Work at heights				
Installation condition				
Prevention Officer				
Work Area Marking				
Voltage shutdown				
Protection				
Tagout				
Voltage verification				
Explosimeter				
Ventilation				
Water-tightness				
Comments:				

OPERATION No.:				
TYPE OF OPERATION:				
	YES	NO	N/A	
Access				
Weather				
Work at heights				
Installation condition				
Prevention Officer				
Work Area Marking				
Voltage shutdown				
Protection				
Tagout				
Voltage verification				
Explosimeter				
Ventilation				
Water-tightness				
Comments:				

OPERATION No.:				
TYPE OF OPERATION:				
	YES	NO	N/A	
Access				
Weather				
Work at heights				
Installation condition				
Prevention Officer				
Work Area Marking				
Voltage shutdown				
Protection				
Tagout				
Voltage verification				
Explosimeter				
Ventilation				
Water-tightness				
Comments:				

OPERATION No.:				
TYPE OF OPERATION:				
	YES	NO	N/A	
Access				
Weather				
Work at heights				
Installation condition				
Prevention Officer				
Work Area Marking				
Voltage shutdown				
Protection				
Tagout				
Voltage verification				
Explosimeter				
Ventilation				
Water-tightness				
Comments:				

OPERATION No.:				
TYPE OF OPERATION:				
	YES	NO	N/A	
Access				
Weather				
Work at heights				
Installation condition				
Prevention Officer				
Work Area Marking				
Voltage shutdown				
Protection				
Tagout				
Voltage verification				
Explosimeter				
Ventilation				
Water-tightness				
Comments:				

OPERATION No.:				
TYPE OF OPERATION:				
	YES	NO	N/A	
Access				
Weather				
Work at heights				
Installation condition				
Prevention Officer				
Work Area Marking				
Voltage shutdown				
Protection				
Tagout				
Voltage verification				
Explosimeter				
Ventilation				
Water-tightness				
Comments:				

OPERATION No.:				
TYPE OF OPERATION:				
	YES	NO	N/A	
Access				
Weather				
Work at heights				
Installation condition				
Prevention Officer				
Work Area Marking				
Voltage shutdown				
Protection				
Tagout				
Voltage verification				
Explosimeter				
Ventilation				
Water-tightness				
Comments:				

OPERATION No.:				
TYPE OF OPERATION:				
	YES	NO	N/A	
Access				
Weather				
Work at heights				
Installation condition				
Prevention Officer				
Work Area Marking				
Voltage shutdown				
Protection				
Tagout				
Voltage verification				
Explosimeter				
Ventilation				
Water-tightness				
Comments:				

OPERATION No.:				
TYPE OF OPERATION:				
	YES	NO	N/A	
Access				
Weather				
Work at heights				
Installation condition				
Prevention Officer				
Work Area Marking				
Voltage shutdown				
Protection				
Tagout				
Voltage verification				
Explosimeter				
Ventilation				
Water-tightness				
Comments:				

OPERATION No.:				
TYPE OF OPERATION:				
	YES	NO	N/A	
Access				
Weather				
Work at heights				
Installation condition				
Prevention Officer				
Work Area Marking				
Voltage shutdown				
Protection				
Tagout				
Voltage verification				
Explosimeter				
Ventilation				
Water-tightness				
Comments:				

OPERATION No.:				
TYPE OF OPERATION:				
	YES	NO	N/A	
Access				
Weather				
Work at heights				
Installation condition				
Prevention Officer				
Work Area Marking				
Voltage shutdown				
Protection				
Tagout				
Voltage verification				
Explosimeter				
Ventilation				
Water-tightness				
Comments:				

OPERATION No.:				
TYPE OF OPERATION:				
	YES	NO	N/A	
Access				
Weather				
Work at heights				
Installation condition				
Prevention Officer				
Work Area Marking				
Voltage shutdown				
Protection				
Tagout				
Voltage verification				
Explosimeter				
Ventilation				
Water-tightness				
Comments:				

OPERATION No.:				
TYPE OF OPERATION:				
	YES	NO	N/A	
Access				
Weather				
Work at heights				
Installation condition				
Prevention Officer				
Work Area Marking				
Voltage shutdown				
Protection				
Tagout				
Voltage verification				
Explosimeter				
Ventilation				
Water-tightness				
Comments:				

Employee has carried out all required controls to perform the task/activity with suitable health and safety conditions. For tasks involving groups the team leader has identified and communicated to all team members the safety actions to be adopted to perform the task/activity

PERFORMED AND SIGNED BY:	
Name:	Personal ID No.

Control prior to starting work – Servigas / Servielectric

GNF DELEGATION:	
PARTNER COMPANY:	
HEAD OF THE EECC TEAM:	
TECHNICIAN WHO PERFORMS THE WORK:	
DATE:	

The objective of filling in this document is for it to serve as a check list prior to the start of work for checking the safety measures that have been adopted. It does not replace the mandatory document entitled HAZARD ASSESSMENT AND PLANNING OF PREVENTIVE MEASURES for work.

I PLAN BEFORE STARTING WORK / THE WORK DAY (ANSWER YES OR NO TO THE FOLLOWING QUESTIONS)			
1. BEFORE STARTING THE WORK DAY		2. WHEN GOING TO THE CUSTOMER'S RESIDENCE	
I CHECK THE PPEs AND THEIR CONDITION		I OBEY TRAFFIC RULES	
I CHECK THE TOOLS TO BE USED AND THEIR CONDITION (insulation, etc.)		I AM ESPECIALLY ALERT AND CAUTIOUS IF I'M TRAVELLING BY MOTORCYCLE	
I CHECK THE MEASUREMENT EQUIPMENT (calibration, etc.)		I AM ATTENTIVE TO TRAFFIC CONDITIONS (weather, traffic density, etc.)	
I CHECK THE PLACEMENT OF THE LOAD		WHEN GETTING OUT OF THE VEHICLE, I AM CAUTIOUS ABOUT THE RISK BEING HIT BY ANOTHER VEHICLE.	
I CHECK THE VEHICLE (lights, tires, etc.)		I FOLLOW ROAD SAFETY RULES AS A PEDESTRIAN	
I CONFIRM THAT I HAVE THE MANDATORY DOCUMENTATION (identification document, vehicle insurance, mandatory documents, etc.)		OTHERS:	
OTHERS:			

For SVG, indicate P, C or A, according to the job to be performed / For SVE, indicate LV, AC or E, according to the job to be performed

JOBS	1	2	3	4	5	6	7	8	9	10
SERVIGAS: Preventive, Corrective, Assistance										
SERVIELECTRIC: LV, AC, Household appliance inst.										
START TIME										

3. PRIOR TO PERFORMING THE WORK										
I VERIFY IF THERE IS A RISK OF ANIMALS (loose in the home, etc.)										
JOB SITE (location of the devices to be maintained, jobs at heights, etc.)										
I AM AWARE OF THE SURROUNDING ENVIRONMENT (home interior, enclosed exterior hall, open terrace, etc.)										
OTHERS:										

4. REVIEW OF THE MOST SIGNIFICANT RISKS										
FALL ON THE SAME LEVEL										
FALL TO A DIFFERENT LEVEL (ladder, risk of free fall, etc.)										
FALLING OBJECTS										
CONTACT WITH CHEMICAL SUBSTANCES										
CONTACT WITH HEAT										
ELECTRICAL CONTACT										
ELECTRICAL ARC										
FIRE - EXPLOSION										
ANIMAL ATTACK										
ENTRAPMENT										
IMPACTS										
EXPOSURE TO CHEMICAL SUBSTANCES / ASPHYXIATION / POISONING.										
BLOWS - CUTS										
PROJECTED PARTICLES										
OTHERS:										

Control prior to starting work – Servigas / Servielectric

JOBS	1	2	3	4	5	6	7	8	9	10
5. I CONFIRM THE PROTECTIONS THAT I HAVE TO USE IN EACH JOB I PERFORM										
HARD HAT (with chin strap for work at height)										
RESPIRATORY PROTECTION										
FACE PROTECTION: EYES and/or FACE										
WELDING SHIELD - GOGGLES										
SAFETY FOOTWEAR (mechanical, chemical, etc.)										
PROTECTIVE GLOVES (mechanical, chemical, fire-proof, etc.)										
HV/LV ELECTRICAL PROTECTION GLOVES.										
RESPIRATORY PROTECTION EQUIPMENT										
INSULATED - NON-SPARKING TOOLS										
PORTABLE LIGHTING										
SAFETY HARNESS - FALL ARREST SYSTEM										
INSULATING MATS										
HIGH-VISIBILITY VEST										
OTHERS:										
OTHER POINTS TO CONSIDER										
JOBS	1	2	3	4	5	6	7	8	9	10
6. CONDITIONS OF THE SURROUNDING ENVIRONMENT: AREA OF ACTIVITY (INDICATE R, C, O)										
RESIDENTIAL, COMMERCIAL, OTHERS										
7. CONDITIONS OF THE SURROUNDING ENVIRONMENT: VEHICLE TRAFFIC. (INDICATE YES/NO)										
VEHICLE TRAFFIC COULD DIRECTLY OR INDIRECTLY AFFECT WORK SAFETY										
HIGH DENSITY										
HEAVY-VEHICLE TRAFFIC										
PROXIMITY TO HIGH SPEED ROADS										
OTHERS:										
8. CONDITIONS OF THE SURROUNDING ENVIRONMENT: WEATHER (INDICATE YES/NO)										
WEATHER CAN DIRECTLY OR INDIRECTLY AFFECT WORK SAFETY										
WIND										
RAIN										
SNOW										
ICE										
OTHERS:										
9. CONDITIONS OF THE SURROUNDING ENVIRONMENT: SPECIAL CONDITIONS (INDICATE YES/NO)										
THERE ARE SPECIAL CONDITIONS THAT CAN DIRECTLY OR INDIRECTLY AFFECT WORK SAFETY										
CONFLICTIVE ZONE										
NIGHT-TIME WORK										
OTHERS:										
REMARKS - COMMENTS										

If the existing conditions do not coincide with those considered in the HAZARD ASSESSMENT AND PLANNING OF PREVENTIVE MEASURES FOR WORK that have been provided to you by your company, and they have a significant effect on safety, DO NOT START WORK and consult your superior.

Employee has carried out all required controls to perform the task/activity with suitable health and safety conditions. For tasks involving groups the team leader has identified and communicated to all team members the safety actions to be adopted to perform the task/activity

PERFORMED AND SIGNED BY:

Name:

Personal identification number, ZUP or DNI: