

 ELBANA DI NAVIGAZIONE S.P.A.	HSSE Department		Page: 1 of: 1
	COMPANY POLICY CONTRACTORS or SHORE WORK GANGS POLCY		Revision: 0
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Whenever Contractors or Shore Work Gangs are employed, **the Company "Elbana di Navigazione"** is responsible to ensure that:

- 1) Service requested is adhering Company Policy.
- 2) Contractor or Shore Work Gangs will read and sign Company Generic Policy before being engaged by the Company. Company Purchasing Manager is in charge to send relevant Policy and verifies the reading and signing.
- 3) The Contractor or Shore Work Gang responsible takes part on board in the Safety meetings in order to discuss the arrangement for work with the head of the Department. Company's managed vessels Masters are in charge.
- 4) The Contractor or Shore Work Gang responsible signs the formal Company form relevant to work being undertaken, verifying awareness of the hazards and safety precautions required. Company's managed vessels Masters are in charge.
- 5) The Contractor or Shore Work Gang understanding of, and their compliance with, all relevant and safe working practices - This is particularly important when they are to be involved in Hot Work or Hazardous tasks. Company's managed vessels Masters are in charge.
- 6) The Contractor or Shore Work Gang is effectively supervised and controlled by a Responsible Officer on board Company's managed vessels Masters are in charge.
- 7) The Contractor or Shore Work Gang responsible will issue a report of the service carried out before descending by the vessel.

Whenever Contractors or Work Gangs are employed, the Master is responsible to:

- 8) Ensure that the Contractor or Work Gang responsible takes part in the safety meetings to discuss the arrangement for work.
- 9) Ensure the Contractor or Work Gang signs the formal approval relevant to work being undertaken, verifying awareness of the hazards and safety precautions required.
- 10) Ensure the Contractor or Work Gang understanding of, and their compliance with, all relevant and safe working practices - This is particularly important when they are to be involved in Hot Work or Hazardous tasks.
- 11) Ensure that Contractor or Work Gang is effectively supervised and controlled by a Responsible Officer.
- 12) Ensure that Contractor or Work Gang is issuing a detailed service report at the end of the job before descending by the vessel.

Contractor or Work Gang accept to comply with this policy and in particular items 2), 3), 4) and 5).

Managing Director

Fabrizio Freschi

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