



Instructive

Contractor Control

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#01 Aim

Describe the “contractor control” process, establishing the documentary requirements and responsibilities of 360 Energy personnel who are linked to the control of regulatory compliance by contractors.

#02 Scope

Applies to 360 Energy SA personnel reached by the “contractor control” process. It includes in its scope the contracts and assignments that are developed or participated in by the companies 360 Energy Solar SA and/or 360 Energy Catamarca SA and/or their employees.

#03 Definitions

Contractor: natural or legal person that provides services to 360 Energy.

Subcontractor: natural or legal person hired by the Contractor to outsource its work.

Resource: any Contractor, Subcontractor, person, vehicle and/or machinery affected by a specific Order / Order.

Requirement: document or information that is presented and corresponds to one or more Resources, in accordance with the criteria established by 360 Energy.

O&M: Operation and Maintenance of solar plants in service.

SSOyA (EHS): Safety, Occupational Health and Environment.

Monthly Control: monthly audit of documentary requirements regarding labor, pension, union and contractual obligations that Contractor and Subcontractor companies must comply with.

Supplier Evaluation: evaluation process according to EHS requirements, through which the service provided by the Contractor is qualified regarding compliance with documentary requirements and performance during the service provided.

#04 Responsibilities

Head of EHS

- Keep the area-specific documentary requirements updated for each type of Contractor in the facility where the tasks are carried out.
- Notify EHS Coordinators, Document Control Analyst, Supply, Parks / Works Managers of the existence of new specific EHS requirements to be requested from Contractors.
- Authorize exceptions to the documentary requirements to enable entry.

- Establish the environmental and/or safety requirements that the contractor must meet to be hired.

Personnel Administration / Human Capital

- Keep the documentary requirements of the area to be completed by contractors updated.

Catering

- Keep the Chief, the EHS Coordinator and the Document Control Analyst, of the corresponding site/instance, informed when notifying the award of order notes and the requirements established in this document.
- Agree with the EHS team on the environmental and/or safety requirements that must be guaranteed by the contractor at the time of contracting.
- Send the contractors the Annexes to this document, with the documentary requirements that they must complete.

EHS Coordinator

- Authorize, together with the Head of EHS, the specific documentary requirements of the area for each type of Contractor in the facility where the tasks are carried out.
- Authorize exceptions to the documentary requirements to enable entry, depending on the activity to be carried out.
- Inform the intervening parties when the contractor's resources do not meet the minimum requirements to enable entry to a site.
- Inform the parties involved when the contractor's resources are enabled to enter the site.

Document Control Analyst

- Collect, analyze, classify, store and track the documentary requirements established by the Company to Contractors.
- Validate the entry authorization of the resources of the Contractors and their Subcontractors.
- Inform the parties involved when the contractor's resources are enabled to enter the site.

SSGG / Head of Park or Work

- Ensure that Contractors entering the site have entry authorization from the EHS Coordinator and the Document Control Analyst.
- Keep Contractors updated on the requirements that they must comply with. Validate, in the absence of the EHS Coordinator and Document Control Analyst, compliance with the documentary requirements to enter the site.

#05 Development

Contractor Control implies that all Contractors and Subcontractors of 360 Energy, or its subsidiaries, must complete documentary requirements, according to the type of service they provide, to obtain authorization to enter a specific site, the resources that have been provided to be able to begin the provision of services.

The Supply/Purchasing team, in addition to sending the contractor the documentary requirements, must inform the environmental and/or safety requirements that the contractor must complete and demonstrate, as appropriate, when providing the good and/or service. They are indicated in Annex II of this document and/or can be notified by the EHS Chief.

- Guidelines for preventive management (Annex I).
- Documentary requirements for entry authorization (Annex II).

Contractors must send the required documentation to the EHS Chief, the EHS Coordinator and the Document Control Analyst via email to the corresponding email address, complying with the guidelines established in Annex II.

The Document Control Analyst must complete the **“Documentary Control Registry of Contractors” (RE-82)** to be able to keep track of the documentation presented. In the absence of this figure, control and monitoring must be carried out by the EHS Coordinator, SSGG or Plant or Works Manager of the site.

The EHS Coordinator and the Document Control Analyst are responsible for collecting, analyzing, classifying, storing and monitoring the documentary requirements established by the Company to the Contractors. At the same time, you must keep the Contractor informed about the status of the documentation you have sent and the entry authorization, if applicable, when the process ends.

In the event that a supplier appears on site, without prior notice, the EHS Coordinator and the Park / Works Manager may authorize its entry through eventual authorization by preparing the **“Temporary entry of resources registry” (RE-170)**.

Documentary requirements for authorization to enter the site

In the Annex II “Documentary requirements for entry authorization”, the mandatory requirements that Contractors must present are detailed.

Depending on the type of service to be provided and its duration/frequency, the requirements will be analyzed and evaluated by the EHS Coordinator and his/her Chief to determine if there are non-exclusive requirements to provide eventual authorization. In addition, Supply / Purchasing will be notified of those exclusive requirements that must be taken into account for contracting from an environmental and/or Safety point of view.

Documentation storage

The documentation is stored in digital format (SharePoint site) by the EHS Coordinator and the Document Control Analyst to be consulted by whoever requires it.

#06 References/Related Documents

- Annex I - Guidelines for preventive management
- Annex II - Documentary requirements for entry authorization
- RE-82 Document control of contractors
- RE-170 Temporary entry of resources.