

Site Conditions – Contractor Reporting Obligations

This form supports the CS Energy Site Conditions. It is to be completed by the Supplier / Contractor and submitted to the CS Energy Representative for the works as directed.

Section 1 – Suppliers / Contractor Details

Name of the Company:

Section 2 – Works Details

Site: **Location:**

Contract Number / Works Description:

Section 3 – Provision of Information

Tick appropriate boxes

	Ref	Done	N/A
1. Contractor Staff staying longer than the allowed time The Contractor shall submit to the Principal Representative a list of its staff that are staying in accordance with clause 12.4. The forecast hours should be submitted before each event.	S17.1		
2. OHS Incidents Statistics The Contractor shall submit all OHS Incidents reports in accordance with clause 7.6 of these Site Conditions.	S17.2		
3. Non-Conformance to OHS Plan and CS Energy Safety Management System The Contractor shall report any non-conformances to OHS Plan and CS Energy Safety and Occupational Health, in accordance with clause 7.17.1 of these Site Conditions.	S17.3		
4. Environmental Non-Conformance, Incidents & Complaints The Contractor shall report any complaints, incidents and non-conformances with respect to the Site Environmental Authority and / or the EM Plan (prepared in accordance with " CS-ENV-08 ") in accordance with clause 7.23 of these Site Conditions.	S17.3		
5. Expired Insurance Certificate The Contractor shall submit the appropriate Insurance Certificates in accordance with the contract/service conditions to the Principal's Representative before work continues.	S17.5		
6. Advice of Emissions made on CS Energy Sites for NGRS Reporting The Contractor shall supply this report by 15th July of the financial year in accordance with clause 17.6 on Form " S2051 ".	S17.6		
7. Contractor Personnel & Safety Statistics – Monthly Summary The Contractor shall supply details of the Personnel and Safety Statistics to the Principal's Representative or the Overhaul Manager (as appropriate) with a copy to the Site (OHS) staff by the second working day following the end of the month. It shall be submitted using Form " S2052 ".	17.2		

Section 4 – Completion Details

Company Name:

Name:

Position:

Signature:

Date:|.....|.....